



Compensation & Benefits Handbook

2024-2025

| | |
|---|-----------|
| Compensation & Benefits Handbook Sign Off Sheet..... | 4 |
| Purpose..... | 5 |
| School Board of Trustees..... | 6 |
| Administrative Contacts..... | 6 |
| Helpful Department Contacts..... | 6 |
| School Calendar..... | 7 |
| Compensation Laws..... | 8 |
| Fair Labor Standards Act (FLSA)..... | 8 |
| Hours Worked..... | 8 |
| Overtime..... | 11 |
| Child Labor..... | 12 |
| Compensatory Time..... | 13 |
| Recordkeeping (Timekeeping System)..... | 14 |
| Compensation Policy [A – Z Listing]..... | 20 |
| Annualized Compensation..... | 20 |
| Bad Weather & Disaster – Pay and Attendance..... | 21 |
| Eemployment After Retirement..... | 22 |
| Fraud and Falsification of Records..... | 22 |
| Job Classification..... | 22 |
| Pay Raises & Adjustments in Salary..... | 23 |
| Paychecks & Pay Dates..... | 24 |
| Payroll Direct Deposit..... | 25 |
| Payroll Deductions..... | 25 |
| Verification of Pay..... | 26 |
| Workweek for Overtime Purposes..... | 26 |
| Workload and Work Schedules..... | 26 |
| Salary Schedules..... | 27 |
| Initial Placement on Salary Schedule..... | 28 |
| Supplemental Pay/Stipends – Exempt Staff..... | 29 |
| Supplemental Pay/Stipends – Non-Exempt Staff..... | 31 |
| Bus Trip Pay..... | 31 |
| Employee Benefits..... | 32 |
| Group Health Insurance..... | 32 |
| District Life Insurance..... | 32 |
| Additional Insurance..... | 33 |
| Leave Management..... | 33 |
| Center ISD Leave Types..... | 34 |
| Non-Duty Days..... | 34 |
| Vacation Days..... | 34 |

Holiday Pay 35

Compensation & Benefits Handbook Sign Off Sheet

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Center ISD Compensation & Benefits Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

The electronic format for the Center ISD Compensation & Benefits Handbook may be found under Human Resources tab on the District website (www.centerisd.org).

Please indicate your choice by checking the appropriate box below:

- I choose to receive the Compensation & Benefits Handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

- I choose to receive the Compensation & Benefits Handbook and understand I am required to contact the Human Resources Department to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor or department head of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Human Resources Department if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your campus office or department supervisor.

Purpose

The purpose of this handbook is to provide information regarding the administration of salaries and wages for employees of Center Independent School District. In accordance with School Board Policy DEA Local, the Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

This handbook is a guide to and a brief explanation of district policies and procedures related to compensation. School Board policies and administrative procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Along with the online policy manual available at any time at the district website (www.centerisd.org), a policy manual is located in the Superintendent's office at the district administration building for employee review during normal working hours.

School Board of Trustees

- Deuce Wulf - President
- Greg Hubbard – Vice President
- Casey Lout - Secretary
- Allison Johnson
- Daphne LaRock
- Matthew Mettauer
- Tracy Willoughby

Administrative Contacts

| <u>Name</u> | <u>Position</u> | <u>Telephone</u> | <u>email (@centerisd.org)</u> |
|-------------------|------------------------------------|------------------|-------------------------------|
| Carey Agnew | Director of Special Education | 598-1600 | carey.agnew@ |
| Otis Amy | High School Principal | 598-6173 | otis.amy@ |
| Brandy Bennefield | Chief Academic Officer | 598-6266 | brandy.bennefield@ |
| Monica Caldas | Director of Little Riders Academy | 598-1543 | monica.caldas@ |
| Marlin Cloudy | Middle School Principal | 598-5619 | marlin.cloudy@ |
| Brianna Evans | Digital Learning Coordinator | 598-5642 | brianna.evans@ |
| Heath Hagler | Director of RRA/DAEP | 598-1540 | heath.hagler@ |
| Jake Henson | Assistant Superintendent | 598-5642 | jake.henson@ |
| Inez Hughes | Director of Federal Programs | 598-5642 | inez.hughes@ |
| Amber Mathews | Director of Curriculum, Inst & RTI | 598-5619 | amber.mathews@ |
| Holly Mikesh | Director of Human Resources | 598-5642 | holly.mikesh@ |
| Byron Miller | Grant Writer/Title IX Coordinator | 598-5642 | byron.miller@ |
| Richard Miller | Technology Director | 598-1610 | richard.miller@ |
| Valerie Moore | Chief Financial Officer | 598-5642 | valerie.moore@ |
| Brian Morris | Superintendent | 598-5642 | brian.morris@ |
| Melissa Torrence | Elementary Principal | 598-3625 | melissa.torrence@ |
| Jessica Wallace | FLM Principal | 598-6266 | jessica.wallace@ |

Helpful Department Contacts

From time to time, employees have questions or concerns. If those questions or concerns cannot be answered by supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

| | | | |
|-------------------|-------------------|--------------------|----------|
| Superintendent | 598-5642 Ex: 2101 | Special Education | 598-1600 |
| Business Office | 598-5642 Ex: 2114 | Technology Dept. | 598-1610 |
| Human Resources | 598-5642 Ex: 2110 | AEP | 598-1533 |
| Payroll Office | 598-5642 Ex: 2104 | Custodial Services | 598-2880 |
| Food Service | 598-1599 | | |
| Trans/Maint Dept. | 598-2880 | | |

School Calendar

All working calendars can also be found by accessing the district's [Human Resources Website](#) under [Calendars](#).

Center Independent School District Instructional Calendar --- 2024-2025

| August 2024 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 2024 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| January 2025 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| February 2025 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| March 2025 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| April 2025 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| May 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- Beginning of Nine Weeks
- End of Nine Weeks
- Bad Weather Days/School Holiday
- Staff Development

- Holiday/District Closed
- Professional Development
- State Testing
- Bad Weather/Staff Development

- 1st Nine Weeks - 40 days
- 2nd Nine Weeks - 39 days
- 3rd Nine Weeks - 40 days
- 4th Nine Weeks - 42 days

Compensation Laws

Fair Labor Standards Act (FLSA)

There are four (4) major provisions of the FLSA: Minimum Wage, Overtime Pay, Child Labor and Recordkeeping. Unless exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their regular rates of pay for overtime hours worked.

Positions considered exempt for FLSA purposes must meet one of the following exemptions:

- Executive
- Administrative
- Professional*
- Computer Employees
- Highly Compensated Employees

*The Department of Labor has determined that substitute teachers whose primary responsibility is teaching the same subjects as the everyday teacher for whom they substitute are exempt under the FLSA.

Positions typically considered non-exempt for the purposes of the FLSA are noted below:

- Paraprofessional staff (clerical, aides and technical staff)
- Auxiliary (custodial, maintenance, food service, transportation, security/police, etc.)
- Substitute staff for paraprofessionals and auxiliary staff

The district has determined the exempt status of each position and recorded the status on a Job Description. Every employee is required to sign a job description each school year. The job description serves the function of notifying the employee of their respective job duties and responsibilities, but also their status under the FLSA.

The FLSA requires employers to:

- pay all covered nonexempt employees, for *all* hours worked, at least the Federal Minimum Wage of \$7.25 per hour effective July 24, 2009;
- pay at least one and one-half times the employees' regular rates of pay for all hours worked over 40 in the workweek;
- comply with the youth employment standards; and
- comply with the recordkeeping requirements

The district has established hourly rates for all non-exempt regular employees which can be found on the district's established pay structures for Auxiliary Staff.

Hours Worked

Covered employees must be paid for *all* hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would generally include work performed at home, travel time, waiting time, training, and probationary periods.

The district has established the following workweek for all non-exempt staff:

12:01 a.m. Sunday until 12:00 midnight Saturday

Specific FLSA guidelines include the following [*excerpts from FLSA Fact Sheet #22 are denoted in italics*]:

Suffered or Permitted to Work: *Work not requested but suffered or permitted to be performed is work time that must be paid by the district. For example, an employee may voluntarily continue to work at the end of a shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable.*

If the supervisor allows or permits the employee to perform the work, the hours are compensable. If the employee is not authorized to work, but performs the work anyway, the employee shall be paid for compensable work hours, but shall be subject to disciplinary action for failure to follow an administrative directive.

Waiting Time: *Whether waiting time is hours worked under the Act depends upon the particular circumstances. The facts may show that the employee was engaged to wait (which is work time) or the facts may show that the employee was waiting to be engaged (which is not work time).*

If an employee is engaged to wait, such as a bus driver at a field trip, the waiting time shall be compensable. The District shall compensate the bus driver at his/her regular rate of \$22.50 for all driving time hours and a rate of \$7.25 per hour for wait time hours.

Rest and Meal Periods: *Rest periods of short duration, usually 20 minutes or less, are common in industry (and promote the efficiency of the employee) and are customarily paid for as working time. These short periods must be counted as hours worked. Unauthorized extensions of authorized work breaks need not be counted as hours worked when the employer has expressly and unambiguously communicated to the employee that the authorized break may only last for a specific length of time, that any extension of the break is contrary to the employer's rules, and any extension of the break will be punished. Bona fide meal periods (typically 30 minutes or more) generally need not be compensated as work time. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating.*

If a non-exempt employee is not completely relieved from duty [during a non-paid lunch break], he/she shall be compensated for the meal period. It shall be the employee's responsibility to notify his/her immediate supervisor in the event that a meal has been missed or they were not completely relieved of duty during a meal period. The compensable meal period shall be added to the employee's work hours in the Time & Attendance timekeeping system.

Sleeping Time: *An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude*

from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken.

Although rare, in the event that a non-exempt employee is on duty for more than 24 hours, such as a bus driver to an overnight field trip, the employee shall be provided with sleep facilities and at least five (5) hours of uninterrupted sleep time. Employees will be paid at the established wait time rate for the total wait time including sleep time.

Travel time: *Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.*

Home to work travel: *An employee who travels from home before the regular workday and returns to his/her home at the end of the workday is engaged in ordinary home to work travel, which is not work time.*

Home to Work on a Special One Day Assignment in Another City: *An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.*

Travel that is all in a Day's Work: *Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.*

Travel Away from Home Community: *Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.*

Generally, non-exempt employees shall be compensated for hours at training, workshops, etc. if the training is job-related. An exception shall be for training to maintain a license or certification required to maintain their position, such as bus driver certification.

Hours while traveling away from the home community for training shall be compensable during the employee's normal work schedule (Monday-Friday) and during the same work schedule on Saturday and Sunday, regardless of the mode of transportation. Other hours while traveling shall be compensable if the employee is driving as opposed to a passenger.

FLSA Fact Sheet #22 – Hours Worked

Overtime

Unless specifically exempted, employees covered by the Act must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. The regular rate of pay includes all remuneration for employment except certain payments excluded by the Act itself.

Nonexempt employees are paid on either an Annualized Salary Method or Direct Hourly Method. All non-exempt employees shall be paid based on the *actual number of hours* worked per workweek. Employees paid on an annualized salary method are generally paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees paid on an Annualized Salary Method include:

- Paraprofessional staff (aides, clerical and technical)
- Food Service
- Police/Security Officers
- Bus Drivers

Employees paid on a Direct Hourly Method include:

- Maintenance Staff
- Transportation Staff
- Custodial Staff
- Bus Monitors
- Student Workers

Employees paid on an Annualized Salary Method

The total hours worked per workweek will be reviewed to determine if the employee exceeded their normal, annualized work hours. In the event that the employee exceeded their normal, annualized work hours, he/she shall be compensated for the additional hours in compensatory time (default) or paid time, as approved by the immediate supervisor. In the event that the employee did not work their normal, annualized work hours, he/she shall apply paid leave hours or be docked their regular rate of pay for the missed hours.

Employees paid on a Direct Hourly Method

The total hours worked per workweek will be extracted from the automated timekeeping system and imported to the payroll system (TxEIS). The Payroll Officer will verify that all hours worked collected through the Time & Attendance system and imported to TxEIS match. Employees are encouraged to track their work hours to verify the total hours paid on their paycheck match their actual hours worked.

The FLSA provides that where State or local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be

combined for the purpose of determining overtime liability under the Act. (CFR 553.30)
 The FLSA states that where an employee in a single workweek works at two or more different types of work for which different straight-time rates have been established, the regular rate for that week is the weighted average of such rates. That is, the earnings from all such rates are added together and this total is then divided by the total number of hours worked at all jobs.

Overtime pay for a single type of work [with a single hourly rate] shall be paid at 1 ½ times the regular hourly rate.

Overtime pay for multiple hourly rates shall be paid at 1 ½ times the **weighted average of the pay rates**. For example, if a maintenance employee works 40 hours at his/her regular hourly rate of \$12.00 and an additional 10 hours at an hourly rate of \$22.50, he/she would be paid at the weighted average of the hourly rates (\$7.05). Illustration below:

| Weighted or Blending Overtime Calculation Sample | | | | |
|---|--|-------------------|------------------------|-----------------|
| | Position | # of Hours | Hourly Rate | Total |
| | Maintenance | 40 | \$12.00 | \$480.00 |
| | Bus Driver | 10 | \$22.50 | \$225.00 |
| | Total Hours | 50 | | \$705.00 |
| | | | | |
| | Total Overtime Hours (50 Total Hours- 40 Regular Hours) | 10 | | |
| | Blended Rate (\$705/50 Total Hours) | \$14.10 | | |
| | 1/2 time Blended Rate (\$14.10/2) | \$7.05 | | |
| | | | | |
| | Additional Pay (10 Overtime Hours @ 1/2 Blended Rate) | | | \$70.50 |
| | | | Total Gross Pay | \$775.50 |

FLSA Fact Sheet #23 - Overtime

Child Labor

The FLSA restricts the work hours and types of occupations for workers between the ages of 14 and 17. The most restrictive limitations are for workers between the ages of 14 and 15. The limitations include the following:

- outside school hours;
- no more than 3 hours on a school day, including Fridays;
- no more than 8 hours on a non-school day;
- no more than 18 hours during a week when school is in session;
- no more than 40 hours during a week when school is not in session;
- between 7 a.m. and 7 p.m.—except between June 1 and Labor Day (extended to 9 p.m.)

The Human Resources department shall record the age of all minor workers in the TxEIS HR

System. The Payroll department shall monitor compliance with the FLSA as it relates to type of occupation and work hour limitations. The immediate supervisor shall be provided information related to the limitations for their respective minor worker(s). The district has set the minimum hiring age at 16 years of age.

Compensatory Time

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The district has opted to pay compensatory time, unless otherwise approved by the appropriate administrator. The following applies to all nonexempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned. A duty year for comp time purposes shall be defined as July 1st June 30th.
- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee shall be required to use comp time before using available paid leave (e.g., sick, personal, vacation). In the event that the employee's comp time balance is not sufficient to cover the employee's entire absence hours, paid leave should be supplemented for the remaining hours balance.

Recordkeeping (Timekeeping System)

Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this information to be accurate.

The district has implemented the Time & Attendance timekeeping system to collect *all* work hours for non-exempt employees and substitute teachers. All work hours for the regular job, extra-duty assignments, training, missed lunches, waiting time, etc. shall be entered in the Time & Attendance timekeeping system. There will be no paper timesheets turned in to the payroll office for pay.

Substitute teachers

All substitute teachers shall clock in and out through the Time & Attendance system. **[Note: All substitute teacher work hours are tracked, not for FLSA purposes as they are exempt, but for Affordable Care Act purposes.]**

Employees Paid on Direct Hourly Method

The Payroll Officer shall extract all work hours from the Time & Attendance system and import to the TxEIS payroll system. The overtime option is turned off for the non-exempt employees paid on an annualized salary method (Type 2 – Paraprofessional Staff, aides, clerical, food service, police and technical) since the district has opted to compensate all non-exempt employees for extra work hours with compensatory time. Exceptions to the default option of compensatory time, such as overtime pay, will be manually adjusted in the TxEIS system by the Payroll Officer. Overtime hours for all other non-exempt employee paid on the direct hours method (Type 3 – Auxiliary including maintenance, transportation, custodial, bus drivers, bus monitors, police/security, and student workers) shall be imported from the Time & Attendance system to the TxEIS payroll system.

It shall be an employee's responsibility to ensure that all work hours are submitted in accordance with district pay cycles through the Time & Attendance timekeeping system.

The appropriate immediate supervisor shall verify and approve all time records for non-exempt staff assigned to their campus or department on a weekly basis and according to the established payroll pay periods and deadlines. Refer to Pay Date Schedules.

Automated Timekeeping System

The Time & Attendance system allows an employee to clock in and out by scanning the bar code on their identification badge or logging into a computerized time clock terminal for designated departments. The data is electronically collected and can be edited or corrected by an authorized Veritime operator from a personal computer. Authorized Time & Attendance supervisors review

and approve timesheets through the Time & Attendance system on a weekly basis.

Time Clock Procedures:

The following procedures are to be used by all non-exempt and substitute staff for reporting all work hours through the Time & Attendance system:

1. An employee may not report or be on a paid status until they swipe/punch in with their ID badge.
2. An employee may clock in up to seven and one-half (7 ½) minutes prior to the official starting time.
3. An employee may clock in up to seven and one-half (7 ½) minutes after the official starting time. This grace period will not be considered an excuse for tardiness.
4. An employee may clock out up to seven and one-half (7 ½) minutes after the official departure time.
5. An employee may clock out up to seven and one-half (7 ½) minutes prior to the official departure time. This grace period will not be considered a reason for early departure from assigned schedule.
6. An employee must clock out when leaving their assigned work schedule or campus for personal reasons unrelated to assigned tasks.

All time clock corrections shall be submitted by the non-exempt employee on the appropriate form and submitted to their immediate supervisor for approval and entry in the timekeeping system. The Timecard Correction Form must be used to report all time clock corrections such as missed punches, lost or misplaced ID card (badge), time correction for lunch deductions if a lunch is not taken, wait time and/or drive time for training and events, etc.

In addition, all leave and absences for non-exempt staff shall be integrated to the Time & Attendance system after the absence has been submitted by the employee to through the Absence Management system. All perspective absence hours for non-exempt employees are extracted from the Time & Attendance system and imported to the TxEIS payroll system by the Payroll Officer. Corrections and/or adjustments shall be posted directly in the TxEIS system by the Payroll Officer.

Rounding Time Chart

According to the FLSA, an employer may disregard working time that is insubstantial or insignificant periods of time beyond the scheduled working hours, which cannot as a practical administrative matter be precisely recorded for payroll purposes. These periods of time are referred to as de minimis. Employers should establish rounding rules. (CFR 785.47)

Minutes rounding rules:

0 – 7 minutes = 0

8 – 22 minutes = .25

23 - 37 minutes = .50

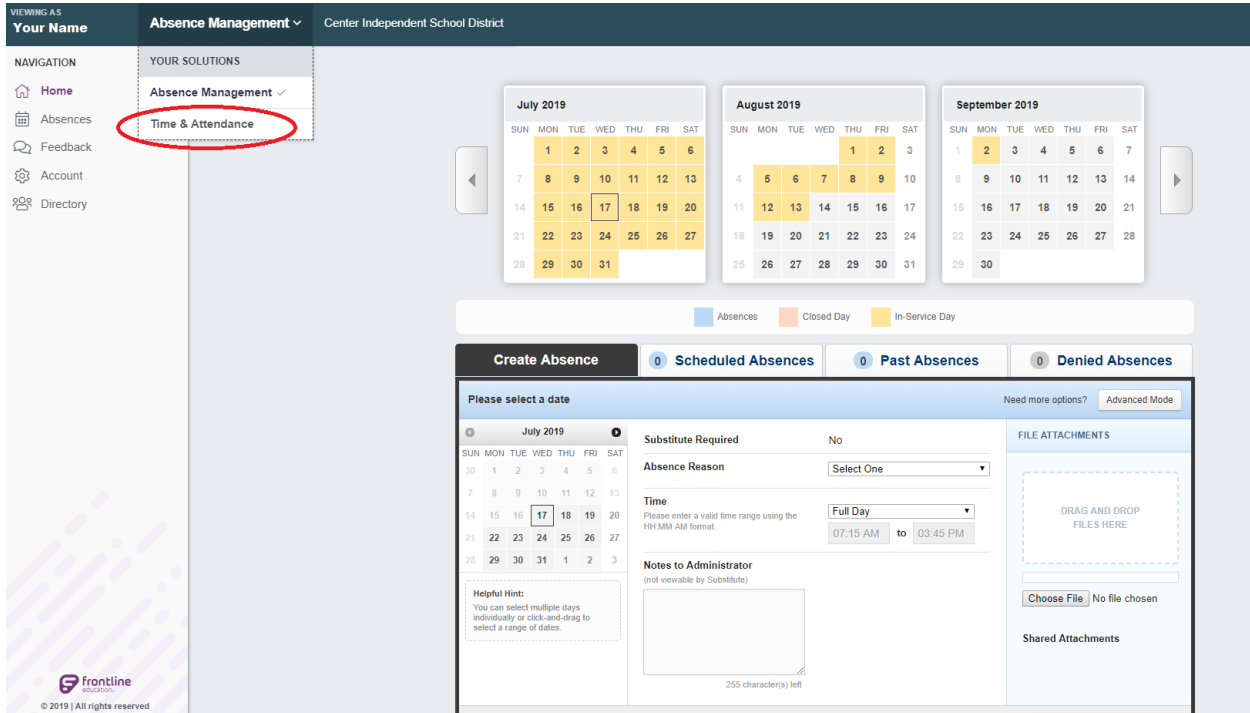
38 – 52 minutes = .75

53 – 60 minutes = 1.00

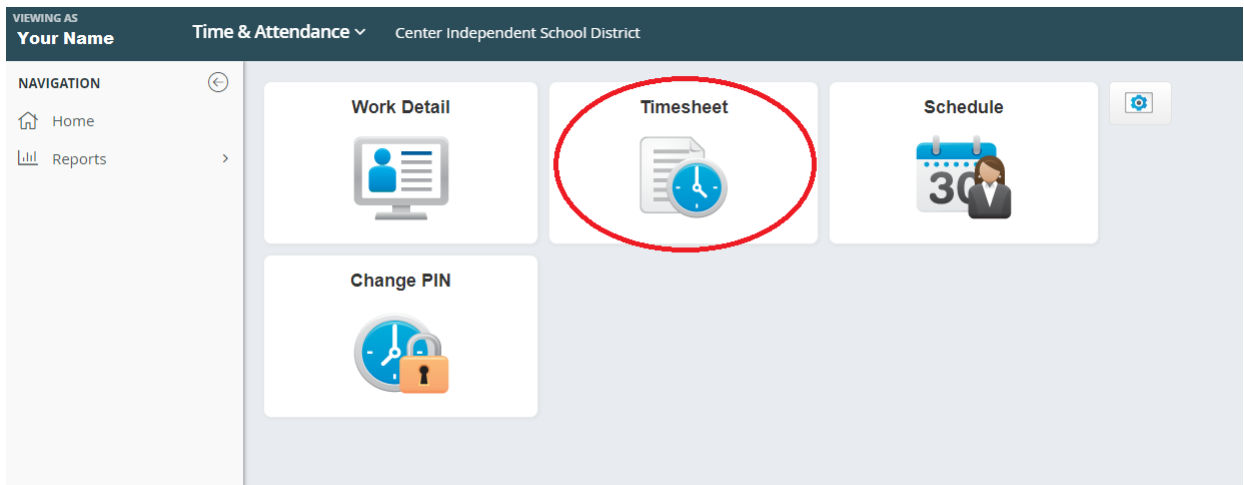
Sample Timesheet

Every non-exempt employee should become familiar with how to read their timesheet. Employees can access their timecards at any time by doing the following:

1. Log into the employee's web based Absence Management account
2. Click on the Time & Attendance from the drop down menu at the top of the page



3. Click on Timesheet



The timesheet will open in a collapsed format to easily read the total hours for each day of the week.

VIEWING AS Your Name | Time & Attendance | Center Independent School District

NAVIGATION: Home, Reports

EMPLOYEE: All Job Types 05/13/2019 - 05/17/2019 | TOTAL + 40.00 | PAID + 40.00

Buttons: Expand All, Collapse All

| | | |
|-------------------------|--------------|-------------|
| MON May 13, 2019 | Total + 8.00 | Paid + 8.00 |
| TUE May 14, 2019 | Total + 8.00 | Paid + 8.00 |
| WED May 15, 2019 | Total + 8.00 | Paid + 8.00 |
| THU May 16, 2019 | Total + 8.00 | Paid + 8.00 |
| FRI May 17, 2019 | Total + 8.00 | Paid + 8.00 |

All Job Types 05/13/2019 - 05/17/2019 Summary

| LOCATION | JOB TYPE | TYPE | TOTAL | PAID |
|----------------------|------------|-------------|--------------|--------------|
| Center Middle School | SECRETARY, | Time Events | 42.50 | 42.50 |
| Center Middle School | SECRETARY, | Admin Time | -2.50 | -2.50 |
| Total | | | 40.00 | 40.00 |

By clicking “Expand All” the timesheet will expand to view the actual clocked times for each day.

EMPLOYEE: Your Name | All Job Types 05/12/2019 - 05/18/2019 | TOTAL + 40.00 | PAID + 40.00

Buttons: Expand All, Collapse All

MON May 13, 2019 | Total + 8.00 | Paid + 8.00

LOCATION: Center Middle School | JOB TYPE: SECRETARY, | DUE: 05/18/2019 | STATUS: Approved

| SCHEDULE | Type | From | To | Duration | Paid |
|----------|-------|----------|----------|----------|------|
| Regular | Work | 07:15 AM | 11:15 AM | 4.00 | -- |
| | Break | 11:15 AM | 11:45 AM | 0.50 | No |
| | Work | 11:45 AM | 03:45 PM | 4.00 | -- |

TIME EVENTS

| Sign In | Sign Out | Total | Paid |
|--------------------------------|-------------------|--------|--------|
| Sign In/Out: 07:15 AM (Actual) | 03:45 PM (Actual) | + 8.50 | + 8.50 |

Account: -- None Selected --

ADMIN TIME

| Start | End | Total | Paid |
|----------------------------|----------|--------|--------|
| Auto Deduct Time: 11:15 AM | 11:45 AM | - 0.50 | - 0.50 |

TIMESHEET COMMENT

Insert Comment | + 8.00 | + 8.00

From this same Time & Attendance home screen a Work Detail report may be run by the employee to analyze their total time worked. The steps for running this report are as follows:

- From the Time & Attendance homescreen click “Work Detail” icon
- Enter the date range you would like to choose from the calendar icons
- Click Run Report

A Work Detail Report reflects the following information:

- Employee name
- Time period – workweek
- Date
- Time in – rounded time and actual time
- Time out – rounded time and actual time
- Job Code
- Total hours per day
- Lunch break deducted if any (employee must notify their immediate supervisor if a scheduled, uninterrupted lunch break was not taken, the supervisor will add the lunch break to working hours)
- Total hours during the workweek

A sample of a Work Detail report is illustrated below.

| EMPLOYEE Your Name | | | | | | | | | | | |
|--------------------------------|------------------------------------|----------|-------|-------|--------|------------------|-----------------------------|-----------------------------|----------|-------|--|
| WORK WEEK SUMMARY | | | | | | | | | | | |
| Dates | | | | | Events | | | | | | |
| DAY | LOCATION & JOB | DURATION | | | CODE | TYPE | TIME | | DURATION | | |
| | | SCH | TOTAL | PAID | | | IN | OUT | TOTAL | PAID | |
| Mon 05/13 | Center Middle School SECRETARY, | 8.00 | 8.00 | 8.00 | ET | Sign In/Out | 07:15 AM 07:15 AM Actual | 03:45 PM 03:45 PM Actual | 8.50 | 8.50 | |
| | | | | | AD | Auto Deduct Time | -- | -- | -0.50 | -0.50 | |
| Mon 05/13 Total | | 8.00 | 8.00 | 8.00 | | | | | 8.00 | 8.00 | |
| Tue 05/14 | Center Middle School SECRETARY, | 8.00 | 8.00 | 8.00 | ET | Sign In/Out | 07:15 AM 07:18 AM Actual | 03:45 PM 03:44 PM Actual | 8.50 | 8.50 | |
| | | | | | AD | Auto Deduct Time | -- | -- | -0.50 | -0.50 | |
| Tue 05/14 Total | | 8.00 | 8.00 | 8.00 | | | | | 8.00 | 8.00 | |
| Wed 05/15 | Center Middle School SECRETARY, | 8.00 | 8.00 | 8.00 | ET | Sign In/Out | 07:15 AM 07:17 AM Actual | 03:45 PM 03:44 PM Actual | 8.50 | 8.50 | |
| | | | | | AD | Auto Deduct Time | -- | -- | -0.50 | -0.50 | |
| Wed 05/15 Total | | 8.00 | 8.00 | 8.00 | | | | | 8.00 | 8.00 | |
| Thu 05/16 | Center Middle School SECRETARY, | 8.00 | 8.00 | 8.00 | ET | Sign In/Out | 07:15 AM 07:14 AM Actual | 03:45 PM 03:45 PM Actual | 8.50 | 8.50 | |
| | | | | | AD | Auto Deduct Time | -- | -- | -0.50 | -0.50 | |
| Thu 05/16 Total | | 8.00 | 8.00 | 8.00 | | | | | 8.00 | 8.00 | |
| Fri 05/17 | Center Middle School SECRETARY, | 8.00 | 8.00 | 8.00 | ET | Sign In/Out | 07:15 AM 07:15 AM Actual | 03:45 PM 03:45 PM Actual | 8.50 | 8.50 | |
| | | | | | AD | Auto Deduct Time | -- | -- | -0.50 | -0.50 | |
| Fri 05/17 Total | | 8.00 | 8.00 | 8.00 | | | | | 8.00 | 8.00 | |
| Work Week 05/12 - 05/18 Total | | 40.00 | 40.00 | 40.00 | | | | | 40.00 | 40.00 | |
| Work Weeks 05/12 - 05/18 Total | | 40.00 | 40.00 | 40.00 | | | | | 40.00 | 40.00 | |

An employee is responsible for maintaining possession of his/her ID badge at all times for the purpose of clocking in/out. Employees must report lost badges and request a replacement card from the Administration Office as soon as possible. Failure or non-compliance with the district's

timekeeping procedures shall be subject to appropriate disciplinary action.

An employee's due process for violation of the district's timekeeping procedures shall be as follows:

1. Oral warning/discussion
2. Written counseling document
3. Recommendation for suspension
4. Recommendation for termination

Falsifying timekeeping records or directing or coercing others to do is a violation of the *Educator Code of Ethics*. [Refer to Board Policy DH Legal, Local and Exhibit, and page 22]

An employee who falsifies their timekeeping record or the timekeeping record of another employee shall be subject to immediate termination. Falsifying of time cards may include, but is not limited to: Punching in or out for another employee or having another employee punch in or out for them; fraudulent time entry, photo copying of one's own or someone else's badge.

Compensation Policy [A – Z Listing]

Annualized Compensation

The district shall pay all exempt staff and non-exempt paraprofessional, food service, and police/security employees using an Annualized Salary Method over 12 months regardless of the number of months employed during the school year. An annualized salary is the *estimated* salary for a school year based on: an hourly or daily rate of pay; and, the estimated number of hours or days the employee is scheduled to work in a school year.

These employees will be paid in equal monthly payments beginning with the first pay period of the school year. Employees generally receive their first paycheck as noted below, although there may be some exceptions:

- 10 month employee – First paycheck in September
- 11 month employee – First paycheck in August
- 12 month employee – First paycheck in July

If an employee paid on an Annualized Salary Method separates from service before their last day working day of the school year, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation.

Nonexempt employees are paid on either an Annualized Salary Method or Direct Hourly Method. All non-exempt employees shall be paid based on the *actual number of hours* worked per workweek. Employees paid on an annualized salary method are generally paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours.

Employees paid on an Annualized Salary Method include:

- Paraprofessional staff (aides, clerical and technical)
- Food Service Staff
- Police/Security Officers
- Bus Drivers

Employees paid on a Direct Hourly Method include:

- Maintenance Staff
- Transportation Staff
- Custodial Staff
- Bus Monitors
- Student Workers

Bad Weather & Disaster – Pay and Attendance

The District is mandated by the Fair Labor Standards Act (FLSA) to pay exempt employees who work any part of a workweek their full salary for that entire workweek. If the district is closed for the whole workweek and the employee performs no work, the FLSA does not require that the exempt employee be paid.

The Fair Labor Standards Act (FLSA) requires the District compensate all non-exempt employees for every hour worked in any capacity for the district. What it does not require is that a non-exempt employee be paid for hours not worked due to the unavailability of work. Whether the district is closed for part of a day, part of a week, or a full week or more, the law does not require the district to pay non-exempt employees for time they did not work. In fact, if we do pay a non-exempt employee for time not worked, we may be challenged under the “gift of public funds” section of the Texas Constitution.

The District may not make non-FLSA required payments to exempt or non-exempt employees in the absence of a policy or resolution authorizing the expenditure of public funds.

District Closure for Bad Weather (less than a whole workweek)

Exempt employees shall be paid their full salary and dependent upon the position (educator or non-educator) may be required to make-up the academic day.

Non-exempt employees generally fall under one of two categories: 1) employees who were not already scheduled to work on the make-up day(s); and 2) employees who were already scheduled to work on the make-up day(s). If the employee was not scheduled to work on the make-up day, the employee does not need to take any further action. The make-up day(s) will take the place of the bad weather day(s). If the employee was scheduled to work on the make-up day(s), the employee must work on the district designated make up day.

Note: If a non-exempt employee does not work on the designated make up day, he/she shall not be compensated for the bad weather day(s).

District Closure for Bad Weather (more than a whole workweek)

District employees (exempt and non-exempt) shall not be paid for work not performed during district closures for bad weather that exceed a whole workweek. Employees may elect to apply accrued leave, if any, for the days not worked.

Disaster Pay

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. In accordance with School Board Policy, DEA Local, during an emergency closing, all employees shall continue to be paid for their regular duty schedules regardless of whether the employees are required to report to work. The District has determined that

continuing the payment of employee's wages serves a public purpose to maintain the workforce during the disaster and return to normal operations after the disaster.

Non-exempt employees who are required to work as the result of a federally declared disaster, including an emergency closing of the District or when District facilities are used for sheltering purposes, shall be paid at the rate of one and a half times their regular rate of pay for all hours worked over 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law. The Superintendent or designee shall approve payments and ensure that accurate time records are kept of actual hours worked during federally declared disasters.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed under certain circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication *Employment after Retirement*. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Website (www.trs.texas.gov). It shall be an employee's responsibility to verify the impact on their retirement annuity, if any.

All new employees shall be required to execute a Retire-Rehire Addendum. On the Addendum, the employee acknowledges that, if the employee is a TRS retiree subject to TRS surcharges, that his/her annual salary will be reduced by the surcharges, as appropriate, due to the additional expenses that the district will incur over and above those associated with hiring a non-retiree in a similar position with similar years of experience.

The employee agrees that the District may reduce the Employee's pay to offset these expenses, provided that the monthly salary of an employee subject to the State's Minimum Salary Schedule does not fall below the state minimum.

Fraud and Falsification of Records

All employees should act with integrity and diligence in duties involving the district's financial resources. The district prohibits fraud and financial impropriety.

Falsification of payroll records is considered fraud and will not be tolerated. Employees who falsify payroll records shall be subject to disciplinary action, up to and including termination of employment.

Job Classification

The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees reassigned to different positions.

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA). The FLSA classification of each position shall be recorded on the job description for the position.

Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation.

Nonexempt employees shall be compensated on an hourly basis and shall be compensated for all hours worked. They shall receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

FLSA Fact Sheet #7 FLSA for Local Governments

Pay Raises & Adjustments in Salary

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget adoption process. The Superintendent or designee shall determine annual increases for individual employees, within budgeted amounts.

A contract employee’s pay shall not be increased after performance on the contract has begun unless there is a change in the employee’s job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require Superintendent’s approval.

The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee’s job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation.

Adjustment in Pay - Promotion

A promotion occurs when an employee is placed on a *higher* pay grade, except for general structure changes or position reclassification. The new salary rate shall be equal to or greater than the minimum rate for the new range, but in no case shall it exceed the maximum rate for the new range without Superintendent approval. The employee’s years of job-related experience, years of experience with district, and the salary level of similar employees shall be considered in determining the new pay rate.

Adjustment in Pay – Reclassification

A position may be reclassified into a different pay grade to maintain external/internal equity with similar positions. Reclassification is not a promotion or demotion of the employee. Position reclassifications may or may not result in an adjustment of pay. An increase may be necessary if the employee is below the minimum of the new pay grade or the current incumbent’s pay rate is not comparable to employees in a similar position. A change in pay would require Superintendent approval.

Adjustment in Pay - Demotion

A demotion occurs when an employee is placed on a *lower* pay grade, except for general structure changes or position reclassification. The new salary rate shall be equal to or greater than the minimum rate for the new range, but in no case shall it exceed the maximum rate for the new range without Superintendent approval. The employee's years of job-related experience, years of experience with district, and the salary level of similar employees shall be considered in determining the new pay rate.

Paychecks & Pay Dates

All employees shall be paid via direct deposit to a savings or checking account of their choice. **It is an employee's responsibility to ensure that the payroll department has the employee's account banking information (bank routing number and account number) on file prior to the scheduled payroll cutoff dates.**

All professional staff and paraprofessional - clerical, technical, food service, and security/police staff are paid on a 12-payment plan and are paid on a monthly basis, generally around the 25th of the month. Non-exempt maintenance, custodial, transportation, and student workers are also paid on a monthly basis generally around the 25th. Pay date schedules are included in this Compensation Handbook and are posted on the district's website at the beginning of each school year.

If an accrued salaried employee separates from the district either due to resignation, retirement or termination, the employee will not receive all of the scheduled 12 paychecks. He/she will receive a "pay-off" based on the actual number of days and/or hours that the employee worked during the school year. The following sections describe the payoff, or final paycheck, issuance for employees who separate due to resignation or termination.

All employees who are separating from the district shall meet with the Payroll Officer on or before their last working day to complete a Payroll Exit Form. Note: There is an additional Exit Process with the Human Resources Department.

The payroll exit process is designed to discuss employee options related to leave balances, benefits and voluntary deductions, as appropriate. In addition, if an employee is retiring through the Teacher Retirement System, the Payroll Officer must ensure that the appropriate TRS forms are completed and submitted on behalf of the employee.

Lastly, the Payroll Officer will discuss the final paycheck with the employee and will subsequently provide a copy of the Final Paycheck calculation with the employee's final paycheck.

Final Paycheck at Separation Due to Resignation/Termination

The final check for all employees will be on the next regularly scheduled pay date if the separation occurs before the current payroll period end date. Otherwise, the final paycheck will be on the 2nd regularly following pay date.

Final Paycheck at Separation Due to Retirement from the TRS at the end of the school year

The employee would be paid through their normal contracted pay schedule unless otherwise requested due to TRS annuity or insurance purposes. It is the employee's responsibility to contact the Payroll Officer for changes in payoff schedules.

Pay Date Schedule - Monthly

| PAY PERIOD BEGIN DATE | CUT-OFF DATE | PAY DATE |
|----------------------------------|-------------------------|--------------------|
| July 21, 2024 | August 24, 2024 | September 25, 2024 |
| August 25, 2024 | September 21, 2024 | October 25, 2024 |
| September 22, 2024 | October 19, 2024 | November 22, 2024 |
| October 20, 2024 | November 16, 2024 | December 20, 2024 |
| November 17, 2024 | December 21, 2024 | January 24, 2025 |
| December 22, 2024 | January 18, 2025 | February 25, 2025 |
| January 19, 2025 | February 15, 2025 | March 25, 2025 |
| February 16, 2025 | March 22, 2025 | April 25, 2025 |
| March 23, 2025 | April 19, 2025 | May 16, 2025 |
| April 20, 2025 | May 17, 2025 | June 25, 2025 |
| May 18, 2025 | June 21, 2025 | July 25, 2025 |
| June 22, 2025 | July 19, 2025 | August 25, 2025 |

It is the employee's responsibility to ensure that all personal information including direct deposit information is correct with the Payroll department at all times.

Payroll Direct Deposit

The district requires automatic payroll deposit to a savings or checking account. Employees will have their paychecks electronically deposited into an account at a financial institution as designated by each employee. Contact the Payroll Officer regarding the automatic payroll deposit service.

Payroll Deductions

The district is required to make the following automatic payroll deductions:

- Teacher Retirement System of Texas (TRS),
- Social Security and Medicare, and
- Federal income tax.

Other payroll deductions employees may elect include deductions for the employee's share of premiums, for health, dental, life and vision insurance; annuities; and higher education savings plans. Employees may also request payroll deduction for payment of membership dues to some professional organizations.

An employee's pay will be reduced in daily or hourly increments for absences that occur on a scheduled workday after all paid leave benefits have been depleted. Salary deductions are automatically made for unauthorized or unpaid leave.

All employees shall be required to sign a Wage Deduction Authorization Agreement upon employment. A copy of the Agreement is included in the Exhibit Section.

Verification of Pay

The Payroll office makes every effort to ensure that employee's pay, leave, and other information are correct. Unfortunately, however, mistakes can occur. *It is the employee's responsibility to review their payroll information on their paystub each pay date for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions.*

Workweek for Overtime Purposes

For purposes of FLSA compliance, the workweek for District employees shall be 12:01 a.m. Sunday until 12:00 midnight Saturday.

Workload and Work Schedules

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year and are available on the district's [Human Resources](#) webpage.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Work Calendars (Refer to Calendars under the Human Resources website.)

Salary Schedules

The district has adopted a midpoint salary schedule system. The salary schedule consists of two (2) job classifications: Administrative/Professional and Auxiliary.

Each job classification has three (3) pay levels: Minimum, Midpoint, and Maximum. Generally, the Minimum salary is the lowest pay for a position, the Midpoint is the average market value, and the Maximum is the highest pay for a position.

In addition, each job classification contains up to eight (8) pay grades. The pay grades represent the opportunity for employee advancement within the job classification.

All positions shall be assigned a pay grade on the district's Salary Schedule. All exempt positions shall be assigned to the Administrative/Professional Job Classification. Non-exempt positions shall be assigned to the Auxiliary Classification. Pay ranges on the Salary Schedule allow for initial placement on the scale between the minimum, midpoint or maximum salary. The initial placement shall be based on the employee's job-related work experience, local experience with the district, and the placement of employees in similar positions.

Newly established jobs should be analyzed and range assignment determined prior to hiring personnel for the position. This procedure accomplishes two objectives. First, the appropriate pay range becomes part of the recruitment and hiring strategy for the district. Second, a consistent practice of salary administration is established at the initiation of each new job.

The Salary Schedule is reviewed annually and adjusted according to the budgeted amounts approved by the board. Generally, all employees will receive written notice of their pay and work schedules annually. Classroom teachers, full-time librarians, full-time nurses, and full-time counselors shall be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

At least every five (5) years, or sooner as appropriate, the district shall review the salary schedule structure to ensure that the pay classifications, pay grades, and pay levels meet the district needs. In addition, a market study shall be conducted to ensure that the pay rates are comparable to statewide averages, regional averages (Region 7 area), local school districts, and/or peer school districts. Changes to the Salary Schedule shall be presented to the School Board on an annual basis for approval, typically in conjunction with the annual budget adoption process.

Center ISD Salary Schedules (Refer to Compensation under the Human Resources website)

Initial Placement on Salary Schedule

Teachers

Starting salaries for new teachers will be determined by their total years of creditable experience as defined by state regulations and shown on the employee's service record. The starting salary will be based on the district's teacher hiring guide at the time of hire. The hiring guide is for initial placement only and does not represent any entitlement to future salary levels. Salary steps for years of service will be recognized up to 25 years for a new teacher.

Administrative / Professional Pay Structure

Guidelines for the placement of new hires are intended to enable the district to hire the most qualified candidates while preserving internal pay equity among peers and maintaining an affordable pay system.

The starting salary for a new hire in the administrative / professional pay structure is based on each person's unique prior job experience and the prevailing rates being paid to other employees in the same position with similar experience.

The guidelines for placement on the administrative / professional pay structure are as follows:

1. Placement of a new hire may not exceed prevailing rates being paid to other employees in the same job title with similar years of experience in the job.
2. Initial placement may be made up to the midpoint of the pay range based on relevant experience. Exceptions to this limit may be made by the Superintendent for exceptional candidates, or hard-to-fill positions.
3. If there are no district employees in the same position with similar job experience, then salary placement for new hires will be calculated as follows:
 - a. For positions that require classroom teaching experience as a minimum qualification:
 - b. .05 percent above range minimum for each year of teaching experience up to 10 years (5 percent total); plus
 - c. 2 percent above range minimum for each year of prior job or administrative leadership experience up to 10 years or the range midpoint, whichever is lower.
 - d. Example: Hiring a principal with 7 years of teaching, 3 years as assistant principal, and 2 years as principal.
 - e. Salary Range: \$62,000 minimum - \$74,000 midpoint
 - i. Teaching credit = $7 \text{ years} \times .05\% = 3.5\%$

- ii. Administrative credit = 5 years x 2% = 10 %
- f. Placement is 13.5% above minimum = \$70,370
- g. If another principal at same level is paid less with equal administrative experience, then starting salary will be equal to peer.

Auxiliary Pay Structure

Placement of new hires in the auxiliary pay structure will be determined by the skill requirements for the job and the prevailing rates being paid to other employees in the same position with similar experience.

The guidelines for placement on the auxiliary pay structure are as follows:

1. Placement of a new hire may not exceed prevailing rates being paid to other employees in the same position with similar years of experience in the job.
2. When the position requires no previous job experience or special skills, new hires will be placed at the minimum of the pay range.
3. New hires for jobs that require previous experience and special skills may be placed up to the pay range midpoint based on relevant experience. Exceptions to this basic guideline may be made by the Superintendent in special circumstances.
4. Credit for starting pay for jobs that require previous experience will be calculated as 2 percent above range minimum for each year of job-specific experience up to 10 years or the range midpoint, whichever is lower.
 - a. Example: Hiring an HVAC technician with 15 years of experience in HVAC.
 - b. Hourly pay range: \$18.00 minimum - \$22.00 midpoint
 - i. 15 years x 2% = 30%
 - ii. 30% above minimum =\$23.40
 - iii. Placement is capped at the midpoint of \$22.00 unless exception is approved by superintendent for hard-to-fill job.

Supplemental Pay/Stipends – Exempt Staff

All supplemental pay and stipends shall be paid through the normal payroll process subject to the established pay dates and payroll deadlines on the employee’s regular paycheck.

The Campus Principal or appropriate administrator shall be comply with the following guidelines:

1. All supplemental duties, such as staff development, tutoring, detention, homebound, etc., shall be recorded and submitted to the Payroll Officer through the Time & Attendance timekeeping system. The rate of pay shall be in accordance with the district's Extra Duty Pay Schedule and shall include the appropriate budget code number.
2. For annual stipends, such as athletic coaches, club sponsors, department heads, grade level heads, etc., the campus principal and athletic director shall identify each individual who is to receive a stipend by submitting a list of stipends and recommended individuals to the Superintendent and the Director of Finance. The recommendations shall be due no later than October 1st of each school year.
3. The Campus Principal shall submit changes to stipend assignments to the Superintendent and Director of Finance as they occur.
4. Subject stipends are prorated based on the number of classes taught in the stipend area.
5. The Campus Principal shall develop and keep a continuous record of the positions and individuals assigned stipend duties. In addition, the performance of the assignment shall be monitored by the principal. Assignment expectations, such as conducting club meeting once a week, or once a month, shall be communicated to each individual assigned a stipend activity. If an employee fails to perform the assigned duty, the campus principal may recommend to the Superintendent to terminate the stipend duty, pay for a pro-rated amount for the time lapsed, and reassign the duty to another staff member. The new staff member would only receive the balance of the annual stipend amount.
6. Nonexempt employees, if selected for supplemental duties, shall record all work hours via the district's timekeeping system. Work hours in excess of 40 hours per workweek shall be compensated at their overtime rate or comp time shall be recorded at 1 ½ times.
7. Principals must approve payment of all stipends by May 1st for end-of-year stipends paid in June.
8. All other stipends shall be pro-rated over a 12 month period. Changes to stipends, if any, during the school year, shall be promptly submitted by the campus principal and athletic director, if appropriate.

Supplemental Pay/Stipends – Non-Exempt Staff

Salary earned other than in the primary position shall be paid as it is earned, as a supplement to the regular paycheck subject to the established pay dates and payroll deadlines.

Food Service employees attending annual training in the areas of sanitation, food safety, etc. shall be paid their normal rate of pay.

As a general rule, non-exempt staff shall not be scheduled to receive an annual stipend for co-curricular or extracurricular duties. If the Superintendent approves an exception, the employee, his/her immediate supervisor, and the Payroll Officer shall meet to discuss the FLSA requirements as they relate to compensation for *all* hours worked. The employee shall be directed to work a specified number of hours that are equivalent (at an overtime rate) to the annual stipend. The immediate supervisor shall monitor the total work hours closely to ensure that the authorized number of hours are not exceeded. The employee shall cease to perform the supplemental duty at the time that the total authorized hours is met. Under no circumstances shall a non-exempt employee work in the stipend/supplemental capacity without compensation. Payment for the supplemental duty will be in accordance with the paydates established for exempt staff.

The assignment of supplemental duties shall not create any expectation of continued assignment to that same duty or any other duty.

Bus Trip Pay

Bus drivers shall be paid their normal bus driving hourly rate. All hours over 40 work hours in a workweek shall be paid at the bus driver's overtime rate. Bus drivers shall be paid for driving time and wait time from the point of departure from the district facility until the return to the district facility.

Employee Benefits

The plan year for all benefits shall be September 1st through August 31st. Employees are eligible to enroll in benefits upon their initial hire. Changes may be made to benefits during designated Open Enrollment periods only unless the change meets requirements for Section 125 Cafeteria Plan as a Qualifying Event. It is the employee's responsibility to notify the benefits department within 30 days of the date of the qualifying event in order to make necessary changes.

All insurance coverage and benefits will terminate at the end of the month of separation. Separation at the end of the school year will extend to August 31st if the employee has completed their entire work schedule for that school year and is separating for any reasons other than retirement through the TRS.

For any questions regarding benefits please contact Holly Mikesh, Director of Human Resources at 936-598-5642 or by email at holly.mikesh@centerisd.org.

Group Health Insurance

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members, who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

District Life Insurance

Center ISD currently provides a benefit of \$10,000 group life insurance for all eligible active employees of the district regularly working 10 hours or more per week and all bus drivers (excludes substitutes). This coverage is currently administered through The Advanced Financial Group, the district's Third Party Administrator, through Unum. All eligible employees must provide beneficiary information for this coverage when hired. It is the employee's responsibility to keep their beneficiary information up to date and notify the Human Resources department if changes are needed.

Additional Insurance

Additional insurance coverage is offered through the district's designated Third Party Administrator, The Advanced Financial Group. At their own expense, employees may enroll in approved insurance programs including Section 125 Cafeteria Plan, FLEX Medical Reimbursement and Dependent Care, HSA, Disability, Accident, Cancer, Additional Life, Dental, and Vision. Premiums for these programs can be paid by payroll deduction. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees and may be found on the Human Resources Website under [Benefits](#).

NOTE: When referencing "All Employees," Substitutes and Temporary Employees are excluded unless stated otherwise.

Leave Management

All eligible employees shall receive leaves in accordance with Board Policies DEC Legal and Local.

All leave shall be recorded in 4 hour increments for half day absences and 8 hour increments for full day absences regardless of the employee's schedule at the time of the absence. The only exception to this policy is for bus drivers who are paid based on their approved route schedules. As a general rule, all paid leave must be used before an employee may select an "unpaid/docked" leave option for an absence.

All district employees are required to submit their absences through the Absence Management absence tracking system in the event that they are absent from duty. Employees may submit their absences via phone, app, or web access using their secure password. The respective campus or department immediate supervisor shall approve and reconcile all absences in the Absence Management system on a weekly basis.

Use of the Absence Management system to collect and track absences is in lieu of an individual Absence From Duty Report.

In addition to the use of the Absence Management system, all absences for non-exempt employees shall automatically integrate into the Time & Attendance system. The Payroll Officer shall export the absences from both systems and import the data into the TxEIS payroll system. [Note. Importing the data from both systems does not create a duplicate absence record in the TxEIS system, but it does provide a means to validate that all non-exempt work and leave hours reconcile both both systems.]

Professional staff are not subject to use of the Time & Attendance System; therefore, it is essential that every professional staff member accurately report their absences from work through the Absence Management system. Failure to report all absences may be construed as a

fraudulent request for pay – a violation of the Educators Code of Ethics. Violations shall be subject to disciplinary action, up to and including termination of employment.

The Payroll Officer shall use the Absence Management absence data for educators (teachers) to validate against the working hours reported by their respective substitute teachers through the Time & Attendance system.

Center ISD Leave Types

| Type of Leave or Absence | Description | When Used | Eligibility | Medical Certification Required | Other Leave and Benefits That May Apply or Run Concurrently |
|------------------------------------|--|---|--|--------------------------------|--|
| Local Leave | 5 -7 days of paid leave given at the beginning of the school year depending on working calendar. (10 months: 5, 11 months: 6, 12 months: 7) Not transferrable. No limit on accumulation. | Automatic | All employees | Yes, after 5 consecutive days | <ul style="list-style-type: none"> FMLA Temporary Disability |
| State Personal Leave | 5 days of paid leave per year. Transferable among districts. No limit on accumulation. | Automatic | All employees | Yes, after 5 consecutive days | <ul style="list-style-type: none"> FMLA Temporary Disability |
| Sick Leave Bank | Up to 30 total additional days of <u>fully paid</u> leave per school year. 15 days granted per application. | Employee must apply on the appropriate form including medical certification. Committee approves/denies. | Contributing Sick Leave Bank Members only | Yes | <ul style="list-style-type: none"> FMLA Temporary Disability |
| Extended Emergency Sick Leave Days | 20 additional days of paid leave; <u>the daily rate of a substitute will be deducted from the employee's daily rate (whether a substitute is employed or not)</u> | Employee must apply on the appropriate form including medical certification. Board approves/denies. | All employees | Yes | <ul style="list-style-type: none"> FMLA Temporary Disability |
| Family and Medical Leave (FMLA) | Twelve weeks of <u>unpaid</u> leave for birth, adoption or placement of a child; serious health condition of self, child, spouse or parent | Automatic, but employee must notify HR of absence within two days | All employees with at least 12 months and 1,250 hours of service | Yes | <ul style="list-style-type: none"> Local Leave State Personal Leave Sick Leave Bank Extended Leave Temporary Disability |
| Temporary Disability | Up to 180 calendar days of <u>unpaid</u> leave for personal illness or disability, including pregnancy and pregnancy-related conditions | At employee's written request to superintendent; doctor's note must accompany request | Full-time employees whose position requires an SBEC certificate | Yes | <ul style="list-style-type: none"> Local Leave State Personal Leave Sick Leave Bank Extended Leave FMLA |

Non-Duty Days

Employees working on 12 month basis receive “Non-Duty” days each year. The number of Non-Duty days received each year is based on the 226 working calendar. These days may be used at any time from July 1st to June 30th of the contractual year as long as it is approved by the employee’s supervisor. Non-duty days must be taken in the calendar year received and do not accumulate. Employees hired after the 10th working day of the 226 calendar will not receive Non-Duty days for their first year of employment with the district.

Vacation Days

Maintenance, Custodial, and Transportation (excluding bus drivers) employees receive 10 vacation days per year. These days may be used at any time from July 1st to June 30th of the working calendar year, with the exception of the month of August, as long as it is approved by the employee’s supervisor. Vacation days must be taken in the calendar year received and do not accumulate. Vacation days are paid in either full day (8 hour) or half day (4 hour) increments

regardless of the employee’s schedule at the time leave is used. Employees hired after August 1st will not receive vacation days for their first year of employment with the district.

Holiday Pay

Maintenance, Custodial, and Transportation (excluding bus drivers) employees also receive pay for 10 holidays during the year. Employees hired with the district are immediately eligible for holiday pay. An employee must work or use available paid leave the day before and the day after the designated holiday in order to receive holiday pay. Eligible employees will receive 8 hours of pay at their regular hourly rate for holidays. These holidays are listed below:

| Holiday | Number of Paid Days |
|------------------------|----------------------------|
| Labor Day | 1 |
| Thanksgiving | 2 |
| Christmas | 2 |
| New Year’s Day | 1 |
| Martin Luther King Day | 1 |
| Good Friday | 1 |
| Memorial Day | 1 |
| July 4 th | 1 |
| Total | 10 |