



**LACKLAND**  
Independent School District

# New Employee Orientation 2021-2022





# Welcome to Lackland ISD!

LACKLAND ISD

- The Business Department welcomes YOU!

The staff consists of:

- Cedric Menchion      Chief Financial Officer      Ext 5005
- Michelle Arriaga      Finance/Payroll Coordinator      Ext 5008
- Donna Sandoval      Finance/Payroll Specialist      Ext 5006

The Business Department works in collaboration with the Human Resources/Benefits Department to ensure that adequate segregation of duties exist between the overlapping functions. The HR/Business team includes the following:

- Yolanda Jackson      HR/Benefits Coordinator      Ext 5002
- Caroline Hernandez      Administrative Support Secretary      Ext 5000





# What we Do.....

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- Refer to HR & Business Team Duties





# What Does LISD Offer to YOU?

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- Lackland ISD Compensation Plan
  - Teacher Hiring Pay Scale
  - Mid-Point Pay Schedule
  - Substitute Pay Rates
  - Stipends and Extra Duty Pay
  - Benefits
  - Incentive Programs



# What Does LISD Offer to YOU?



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- Attendance Incentive Program

Type	Number of Days	Amount
Perfect Attendance	0 days absent	\$750
Near Perfect Attendance	1 day absent	\$500
Near Perfect Attendance	2 days absent	\$250

Note. Part-time staff shall receive ½ of the stipend amount.



# What Does LISD Offer to YOU?

- Above and Beyond Award
  - 2 Professionals (non-administrators)
  - 1 paraprofessional
  - 1 auxiliary
- Recognition and \$200 monetary award each semester

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# What Does LISD Offer to YOU?

- Educational Incentive Pay for Paraprofessionals

<b>Educational Incentive Pay</b>	
<b>Semester Hours (College or University) on an official transcript</b>	
<b>15 hrs</b>	<b>\$150.00 per year, prorated over annual salary</b>
<b>30 hrs</b>	<b>\$250.00 per year, prorated over annual salary</b>
<b>60 hrs</b>	<b>\$500.00 per year, prorated over annual salary</b>
<b>90 hrs</b>	<b>\$750.00 per year, prorated over annual salary</b>
<b>Bachelor's Degree</b>	<b>\$1000.00 per year, prorated over annual salary</b>

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# What Does LISD Offer to YOU?

- Leave Buy-Back at Separation & Retirement
  - Buy-back of Local Leave at Separation – 5 to 15 days at Board-approved rate
  - Buy-back of Local Leave at Retirement – up to 60 days at Board-approved rate



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# What Does LISD Offer to YOU?

- Graduate Tuition Reimbursement Program
  - Full-time teachers may be reimbursed for Graduate coursework subject to program guidelines @ 65% of tuition or \$275 per credit hour, whichever is less.



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# What Does LISD Offer to YOU?



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- Longevity Incentive Pay Plan
  - Employees who are eligible may receive up to \$500 in a lump sum payment at the end of the school year.

Years of Service	Payment Amount
1 year	\$100
2 years	\$200
3 years	\$300
4 years	\$400
5+ years	\$500

# What Does LISD Offer to YOU?



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Employees	Benefit
ALL	Attendance Incentive Program
	Group Health Employer Contribution up to \$497 per month
	Dental insurance – Paid for employee only
	Group Term Life – Paid for employee only
	Leave Buy-Back Reimbursement
	Above and Beyond Award (except administrators)
	Professional development opportunities
	Paid State and Local Leave

# What Does LISD Offer to YOU?

Employees	Benefit
Teachers Only	Master's Degree Stipend - \$2,000
	Doctorate Degree Stipend - \$3,000
	Graduate Tuition Reimbursement Program
	New Teacher Supply Grant of \$200
Paraprofessionals Only	Educational Incentive Pay Program
Bus Drivers & Other Drivers	CDL License Reimbursement District-paid Physical Exam
All Auxiliary Staff*	District-provided uniform shirts Uniform allowance (\$25 per month)

\*Auxiliary staff includes: Child Nutrition, Custodial, Maintenance and Transportation departments.



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# What Does LISD Offer to YOU?



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Excerpt



**LACKLAND INDEPENDENT SCHOOL DISTRICT  
SUMMARY OF EMPLOYEE BENEFITS  
2021-2022**

Benefit	Eligible Employee	Amount	Paid By
Social Security (FICA)	All employees, including Substitutes, Retirees and Temporary Employees (pay into Social Security, not TRS)	.062 of gross wages	District
		.042 of gross wages	Employee
Medicare	All employees hired after March 1, 1986, including Substitutes, Retirees and Temporary Employees	.0145 of gross wages .0145 of gross wages	District Employee
Work Compensation	All employees, including Substitutes and Temporary Employees  Professional Employees Clerical Drivers All Other Employees	.005161 of gross wages	District
		.002606 of gross wages	District
		.045148 of gross wages	District
		.044597 of gross wages	District
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	.00165 of gross wages	District
Health Plan (TRS ActiveCare)	All employees eligible for TRS (working no less than 15 hours per week), excluding TRS retirees	Up to \$497 per month Remaining amount if any, up to \$100/month will be deposited in a FSA	District Employee
Group Life	All employees working 20 hours or more per week	Rates vary according to plan selected	District
Dental	All employees working 20 hours or more per week	\$6.40 per month for \$40,000 coverage	District
		\$37.72 per month	
Teacher Retirement	All employees (except TRS retirees), who work no less than 15 hours per week	.0775 of gross wages	State
		.080 of gross wages	Employee

# What Does LISD Offer to YOU?



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LACKLAND INDEPENDENT SCHOOL DISTRICT GROUP HEALTH, DENTAL AND GROUP TERM LIFE 2021-2022		
Note. The <b>\$497 per month</b> district contribution for group health coverage was approved by the Board on May 25, 2021. The Employee Cost rates are noted below:		
Type of Coverage	TRS ActiveCare Group Health Insurance	
District Contribution for participating employees = up to \$497.00 per month		
<b>Primary Plan</b>	Premium Amt	Employee Cost
Employee Only	\$ 417.00	\$0.00
Employee/Child(ren)	\$ 751.00	\$ 254.00
Employee/Spouse	\$ 1,176.00	\$ 679.00
Employee/Family	\$ 1,405.00	\$ 908.00
<b>HD Plan (formerly HD 1)</b>	Premium Amt	Employee Cost
Employee Only	\$ 429.00	\$0.00
Employee/Child(ren)	\$ 772.00	\$ 275.00
Employee/Spouse	\$ 1,209.00	\$ 712.00
Employee/Family	\$ 1,445.00	\$ 948.00
<b>Primary+ (formerly S...)</b>	Premium Amt	Employee Cost
Employee Only	\$ 542.00	\$ 45.00
Employee/Child(ren)	\$ 879.00	\$ 382.00
Employee/Spouse	\$ 1,334.00	\$ 837.00
Employee/Family	\$ 1,675.00	\$ 1,178.00

# What Does LISD Offer YOU?



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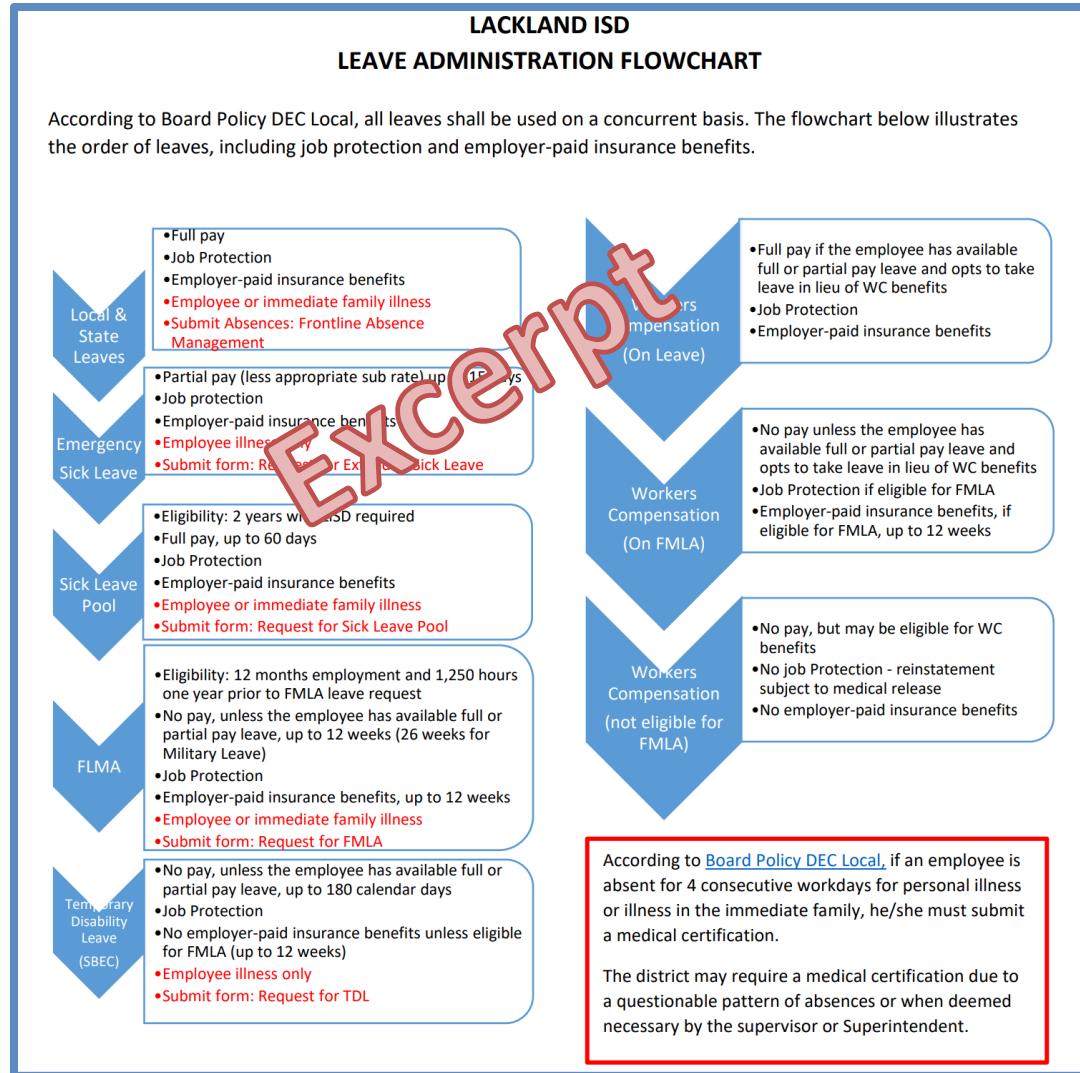
Note. Total District contribution for participating employees is noted below:  
Up to \$541.12 per month  
Annual Total of \$6,493.44





# What Does LISD Offer YOU?

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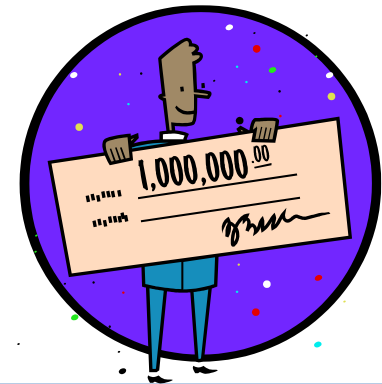


# What YOU Need to Know...

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- Paychecks and Pay Dates

- Professional and paraprofessionals are paid on a monthly basis, generally on the 25<sup>th</sup> of the month
- Clerical, technical, manual trades and substitute employees are paid on a semi-monthly basis, generally the 15<sup>th</sup> and the last day of the month
- Pay Dates are posted on the Lackland ISD Payroll & Benefits webpage





# What YOU Need to Know...

LACKLAND ISD

- 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.
  - Employees may elect [in writing] to request other voluntary deductions





# What YOU Need to Know...

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- Timekeeping System
  - AESOP Substitute and Absence Management System
  - Veritime– timekeeping system for all non-exempt and substitute staff.
    - *Only* hours recorded through the timekeeping system will be paid
    - Employees must adhere to Timekeeping Procedures

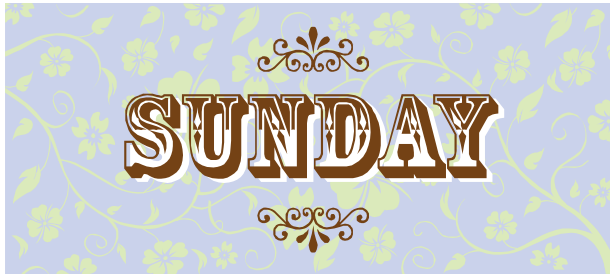




# What YOU Need to Know...

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- Workweek for FLSA Purposes



Begins at 12:01  
am on Sunday



Ends at 12:00  
midnight on  
Saturday





# Wrap-Up

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- We listen to....
  - Obtain information
  - Be understood
  - For enjoyment
  - Learn
- Studies have found that we remember 25%-50% of what we hear





# Wrap-Up

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- What do you do when the can't remember....
  - What we Offer, and
  - What You Need to Know?
- Visit the Lackland ISD Business Department webpage
  - Payroll & Benefits webpage, or
  - Visit the Business/Payroll department





# Online Resources

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- Payroll Resources
- LISD Compensation Plan 2021-2022
- DutyDays2021-2022-Final.pdf
- 2021-2022 Monthly Pay Dates
- 2021-2022 Semi-Monthly Pay Dates





# Online Resources

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## TRS ActiveCare Plan Information

+ General Information

+ 2019-2020 TRS ActiveCare Plan Information

+ 2020-2021 TRS ActiveCare Plan Information

- 2021-2022 TRS ActiveCare Plan Information

[TRS ActiveCare Plan Highlights 2021-2022](#)

[TRS ActiveCare Plan What's New for 2021-2022](#)



<http://www.lacklandisd.net/>














# Online Resources

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## Fiscal Manuals & Handbooks

-  [Activity Account Manual](#)
-  [Attendance Accounting Procedures Manual](#)
-  [Budget Manual](#)
-  [Fiscal Manual](#)
-  [Impact Aid Handbook](#)
-  [P-Card Manual](#)
-  [Records Management Handbook](#)
-  [State & Federal Grants Manual](#)
-  [Travel Card Manual](#)



# Online Resources

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## Employee Training Resources

Everything YOU Should Know ....

- Before You Travel
- About YOUR Benefits
- About the FMLA
- Annualized Salary
- About the FLSA
- About Timekeeping
- About Absences/Leaves
- About YOUR Paystub
- About Life Changes
- New Employee Orientation
- Retirement



# Questions

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# Welcome to Lackland ISD!!!

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## Have a great school year!

