



LACKLAND

Independent School District

Compensation & Benefits Handbook 2023-2024



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School Board of Trustees

- Mr. Brian Miller, President
- Mrs. Jere Pace , Secretary
- Mr. John Jackson, Member
- Mr. John Sheehan, Member
- CMSgt Sandra Wellman, Member

Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>email (@lacklandisd.net)</u>
Burnie L. Roper	Superintendent	357-5002	roper.b@
Tonya Hyde	Asst.Superintendent for C&I*	357-5003	hyde.t@
Demetria Jimenez	Chief Financial Officer**	357-5005	jimenez.d@
Kyle Jones	Director of Technology	357-5004	jones.k@
Alfred Concha	Director of Operations	357-5056	concha.a@
Terry Leija	Elementary Principal	357-5053	leija.t@
Amber Greeness	Elementary/Assistant Principal	357-5053	greeness.a@
Jennifer Dominguez	Elementary Counselor	357-5054	dominguez.j@
Judith Rodriguez	Elementary Counselor	357-5106	rodriguez.j@
Hunter Shelby	Secondary Principal	357-5100	shelby.h@
Michelle Tarvin	Secondary/Assistant Principal	357-5104	tarvin.m@
Genevieve Medellin- Keller	Secondary Counselor	357-5102	medellin-keller.g@
Mike Flores	Secondary Counselor	357-5108	flores.m@
Erika Adams	School Nurse	357-5040	adams.e@
Hannah Nagel	School Nurse	357-5040	negel.h@
Saleha Sultan	Special Education Director	368-8773	sultan@fshisd.net
Yolanda Jackson	Supt/Board Asst/HR Coord	357-5002	jackson.y@
Lindsey Adams	Finance Coordinator	357-5006	adams.l@
Rebecca Eaken	Payroll Coordinator	357-5193	eaken.r@
Ben Pease	IT Coordinator	357-5092	pease.b@
Jesse Munoz	Support Services Coordinator	357-5047	munoz.j@

* Section 504 Coordinator

** Title IX Coordinator



LACKLAND

Independent School District

DISTRICT VISION

Lackland ISD Ignites a passion for life-long learning and empowers excellence.

DISTRICT MISSION

Lackland ISD provides a safe and nurturing environment where we recognize the value of individuals and collaborate to develop their unique abilities. We engage students through innovative experiences to spark creativity and empower students to learn, grow, and excel.

WE BELIEVE

In providing equitable educational opportunities to meet the unique needs of our students.

In engaging students, staff, families, and the community in a collaborative environment of mutual respect.

In maintaining a safe and nurturing environment.

Purpose

The purpose of this handbook is to provide information regarding the administration of salaries and wages for employees of Lackland 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.lacklandisd.net), a policy manual is located in the Superintendent's office at the district administration building for employee review during normal working hours.

School Calendar

LACKLAND INDEPENDENT SCHOOL DISTRICT 2023-2024 Instructional Calendar



LACKLAND
Independent School District



2460 Kenly Ave.
San Antonio, Texas 78236
www.lacklandisd.net

(210) 357-5000
(210) 357-5050 (Fax)

AUGUST							SEPTEMBER							OCTOBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
NOVEMBER							DECEMBER							JANUARY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2	1	2	3	4	5	6	
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
						31														
FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
MAY							JUNE							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1		1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			

Board Approved:

Revised:

Helpful 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	357-5002	Food Service	357-5056
Business Office	357-5008	Transportation	673-6831
Nurse	357-5040	Special Education	357-5042
Elementary Office	357-5053	Jr-Sr High Sch. Office	357-5100
Base Information	671-1113/1110	Payroll Office	357-5193
Youth Center	671-2510	Human Resources	357-5002

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 a minimum hourly rate of \$14.25 for all non-exempt regular employees and a minimum hourly rate of \$13.00 for all non-exempt substitute, temporary and seasonal 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:

Sunday 12:00 am through Saturday midnight

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 pay for all driving and wait time hours.

Emergency Work Time:

If an employee is requested and/or directed to report to his/her worksite for an emergency such as a plumbing leak, damage to building, etc., he/she shall be compensated for all “actual” work minutes/hours in addition to two (2) “extra” hours for reporting to address the emergency. The extra work hours will not be subject to overtime as they do not represent work hours under the FLSA definition.

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 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 on an overnight field trip, the employee shall be provided with sleep facilities and at least five (5) hours of uninterrupted sleep time. A total of eight (8) sleep hours shall be excluded from the employee's work hours, unless the employee was granted less than eight (8) hours of actual sleep time. In that event, the actual number of sleep hours shall be excluded from the compensable hours.

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 being 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 (Daily) 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 or less workweek and do not earn additional pay unless they work more than 40 hours.

In the event that the employee exceeds his/her normal work hours, he/she shall be compensated for the additional hours in compensatory time (default) or paid time, as approved by the immediate supervisor and the superintendent. Exceptions include the following:

- Non-exempt staff performing a separate job will be paid for their work hours for the respective number of hours and rate. Work hours in excess of 40 in the aggregate of all jobs, will be paid at the overtime rate of the weighted average of the earnings.
- Transportation staff performing extra duty such as field trips shall be paid for all work hours in paid time rather than compensatory time

Employees paid on an Annualized Salary Method include:

Paraprofessional staff (aides, clerical and technical)
Custodial
Maintenance
Food Service
Bus Drivers and Bus Aides

Employees paid on a Direct Hourly Method include:

Lunch monitors
Substitute paraprofessional and auxiliary staff
Temporary and seasonal staff
Substitute professional staff (Direct Daily Method)

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. Work hours beyond the annualized work hours shall be compensated as compensatory time or paid time, as appropriate.

In the event that the employee did not work their normal, annualized work hours, he/she shall apply paid 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 (Ascender). The payroll department will verify that all hours worked were collected through the timekeeping system and imported to Ascender. Actual work hours shall be paid in accordance with the district's pay date cutoff periods. Employees are encouraged to track their work hours to verify the total hours paid on their paycheck match their actual hours worked during the payroll period.

Nonexempt employees paid on a direct hourly method may not receive a paycheck during months that they are not scheduled to work; therefore, if an employee is not scheduled to receive a paycheck during one or more months, the employee must bring their portion of any voluntary deductions to the payroll department by the 1st of the month of coverage.

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 district has *opted to* count all work hours in primary and/or secondary positions as hours worked for the purpose of overtime compensation. The overtime compensation shall be accrued as compensatory time or paid overtime, as approved.

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.

[Fact Sheet #23 Overtime.](#)

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 \$18.00, he/she would be paid at the weighted average of the hourly rates (\$13.20). Illustration below:

Weighted or Blending Overtime Calculation Sample				
Position	# Hours	Hourly Rate	OT Rate	Total
Maintenance	40	\$ 12.00	\$ 18.00	\$ 480.00
Bus Driver	10	\$ 18.00	\$ 27.00	\$ 180.00
Totals Hours	50			\$ 660.00
Overtime Hours	10			
Blended Rate (weighted rate)			\$ 13.20	
1/2 time Blended Rate			\$ 6.60	
Add'l Pay (10 Hours @ 1/2 Blended Rate)				\$ 66.00
Total Gross Pay				\$ 726.00

Note. The Blended rate is calculated by dividing the total gross by the total hours.

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 nonschool 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 (defined as under 18 years of age) in the Ascender 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 compensate employees with compensatory time (default), unless otherwise approved by the appropriate administrator and the superintendent.** The following applies to all nonexempt employees (except for bus drivers and bus aides):

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.
- 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).
- **All non-exempt employees shall receive and sign a copy of the Lackland ISD Compensatory Time Affidavit (Refer to Appendix)**

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 Frontline Timekeeping System to collect *all* work hours for non-exempt employees (including substitute educational aides) and substitute teachers. **All work hours for the regular job, extra-duty assignments, training, missed lunches, waiting time, etc. shall be entered in the Frontline timekeeping system.**

Non-exempt substitute educational aides

All substitute educational aides shall clock in and out through the timekeeping system. All hours worked shall be imported to the Ascender payroll system by the payroll department. While assigned to a work in the absence of an educational aide, the substitute shall use the “AIDE” code to ensure that their work hours are exported to the Ascender payroll system.

Exempt substitute teachers

All substitute teachers shall clock in and out through the timekeeping system. All days (and half days) worked shall be imported to the Ascender payroll system by the payroll department as extra-duty pay. While assigned to work in the absence of a teacher, the substitute shall use the “TEACH” code to ensure that their days (or half days) are exported to the Ascender payroll system. **[Note: All substitute teacher work hours are tracked, not for FLSA purposes as they are exempt, but for Affordable Care Act (ACA) and Teacher Retirement System (TRS) purposes.]**

The payroll department shall extract all work hours from the timekeeping system and import to the Ascender payroll system. The overtime option is turned off for the non-exempt employees paid on an annualized salary method (Type 2) 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 Ascender system by the payroll department. Overtime hours for all other non-exempt employee paid on the direct hours method (Type 3) shall be imported from the timekeeping system to the Ascender 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 timekeeping system.

The appropriate immediate supervisor shall verify and submit all time cards for non-exempt staff assigned to their campus or department according to the established payroll pay periods and deadlines. Refer to [Pay Date Schedules](#) and [Business/Payroll Deadlines](#).

Automated Timekeeping System

The timekeeping system allows an employee to —clock in and out with the use of barcoded ID badges, time clocks, laptops, iPads and cell phones that are connected through the district's WiFi network. Administrative supervisors shall determine the appropriate method(s) for their respective campus or department on an overall basis or by employee group(s).

The timekeeping data should be edited or corrected by a Supervisor and/or Payroll Coordinator. Supervisors shall review and approve timekeeping records on a weekly basis. All time clock corrections need to be made no later than the 1st day of the next month for TRS reporting reasons.

Hierarchy of Approvals – Approval Path

An approval path shall be established for every campus and department. The approval path at the campuses shall include:

- Employee reviews and approves his/her timekeeping data
- Secretary reviews and approves the timekeeping data – edits as necessary to make corrections agreed to with the employee
- Campus principal review and approves the timekeeping data

The approval path for departments shall include the employee and at least one (1) administrative approval. Each non-campus administrator with subordinate employees shall submit their respective administrative approval path to the Chief Financial Officer for approval and audit purposes.

Time Clock Procedures:

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

1. An employee may not report or be on a paid status until they swipe/punch in with their ID badge, or other acceptable method.
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 Timekeeping Correction Form (included in the Appendix) must be used to report all time clock corrections such as missed punches, lost or misplaced time clock ID card (badge), etc. The Timekeeping Correction forms shall be retained by the respective department or campus for audit purposes.

In addition, all leave and absences for non-exempt staff shall be submitted through the Absence Management System (Frontline) by the employee and verified/approved by the supervisor. An employee’s failure to submit leave through this system will negatively impact their payroll disbursement. All absences for non-exempt employees are extracted from the Absence Management system and imported to the Ascender payroll system by the payroll department. Corrections and/or adjustments shall be posted directly in the Ascender system by the payroll department.

The payroll department shall aggregate all work and leave hours to ensure payroll disbursements are accurate and in compliance with the FLSA.

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 - 27 minutes = .50
 - 38 – 52 minutes = .75
 - 53 – 60 minutes = 1.00

Sample Timesheet – Employee Timesheet Review

Employees should review their respective time sheet every Monday morning to ensure that all their work hours have been accurately recorded in the timekeeping system. The “Expand All” function is useful in viewing the details related to the time in and time out.

EMPLOYEE [Redacted] Submit

Actions Weekly on Monday 05/19/2019 - 05/25/2019 TOTAL + 44:30 PAID + 44:30 Cancel All Changes Save Changes

Expand All Collapse All

MON May 20, 2019	Total + 08:15 Paid + 08:15
TUE May 21, 2019	Total + 07:45 Paid + 07:45
WED May 22, 2019	Total + 11:30 Paid + 11:30
THU May 23, 2019	Total + 08:30 Paid + 08:30
FRI May 24, 2019	Total + 08:30 Paid + 08:30

Weekly on Monday 05/19/2019 - 05/25/2019 Summary

LOCATION	JOB TYPE	TYPE	TOTAL	PAID
Lackland Elementary School	PRINCIPAL SECRETARY	Time Events	47:00	47:00
Lackland Elementary School	PRINCIPAL SECRETARY	Admin Time	-02:30	-02:30
Total			44:30	44:30

Sample Timesheet – Editing, Saving and Submitting

Employees are not authorized to edit their respective time sheet to correct time in and time out detail that is in error. All edits must be submitted on a “Time Correction Form”. Timesheet Comments are helpful to inform the supervisor and/or payroll of the reason for missed punches and additional timesheet events.

The immediate supervisor shall review all timesheets for his/her respective staff to include editing, as appropriate, and approving the timesheet for payment.

EMPLOYEE [Redacted]

Weekly on Monday
05/19/2019 - 05/25/2019

TOTAL
+ 44:30

PAID
+ 44:30

Submit

Actions

Cancel All Changes

Save Changes

Expand All

Collapse All

MON May 20, 2019
Total + 08:15 Paid + 08:15

LOCATION [Redacted]

JOB TYPE [Redacted]

DUE
05/27/2019

STATUS
[Icons]

Delete Timesheet

SCHEDULE	Type	From	To	Duration	Paid		
Regular	Work	--	--	08:00	--		

Add New Event

TIME EVENTS	Sign In	Sign Out	Total	Paid	
<p>Sign In/Out</p> <p>06:45 AM 03:24 PM (Actual)</p> <p>got busy</p>	<p>03:30 PM -- (Actual)</p> <p>clocked in instead of out</p>	+ 08:45	+ 08:45		

ADMIN TIME	Duration	Reason	Total	Paid	
Auto Deduct Time	-00:30	Insert Details	- 00:30	- 00:30	Disable

TIMESHEET COMMENT	Total	Paid
Insert Comment	+ 08:15	+ 08:15

TUE May 21, 2019	Total + 07:45 Paid + 07:45
WED May 22, 2019	Total + 11:30 Paid + 11:30
THU May 23, 2019	Total + 08:30 Paid + 08:30
FRI May 24, 2019	Total + 08:30 Paid + 08:30

Edit

Sample Timesheet – Payroll Summary

The payroll department shall review the approved timesheets to verify if the employee:

- worked all of his/her annualized hours,
- took and/or earned leave
- worked any additional hours beyond his/her annualized schedule

Payroll Summary				
EMPLOYEE				
Custom Date Range 04/28/2019 - 05/04/2019				
Jobs Summary			Wages	
			WAGE CODES	
JOB TYPE			TYPE	TOTAL DURATION
CUSTODIAN			REGULAR	40:00
Day Details			Wages	
			WAGE CODES	
JOB TYPE	DAY	LOCATION	TYPE	TOTAL DURATION
CUSTODIAN	Mon 04/29	Custodial	REGULAR	08:00
	Tue 04/30	Custodial	REGULAR	08:00
	Wed 05/01	Custodial	REGULAR	08:00
	Thu 05/02	Custodial	REGULAR	08:00
	Fri 05/03	Custodial	REGULAR	08:00

A sample timecard is described and illustrated in a presentation titled, *Everything You Need to Know About Your Reading Your Timecard*. The presentation is available on the Business Department webpage, Employee Training Resources at:

http://www.lacklandisd.net/departments/business_department/employee_training_resources/

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 or temporary misplacement of badges to their immediate supervisor. 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](#)]

An employee who falsifies their timekeeping record or the timekeeping record of another employee shall be subject to immediate termination. Falsifying of timecards may include, but is not limited to:

Punching in or out for another employee or having another employee punch in or out for them; photo copying of one's own or someone else's badge; remotely clocking in/out from an unauthorized location; or other fraudulent time entry.

Compensation Policy [A – Z Listing]

Annualized Compensation

The district shall pay all exempt and non-exempt paraprofessional employees using an Annualized Salary Method over 12 months. Note. The annualized salary for a late hire (after January 1st) shall be adjusted based on the remaining pay dates in 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 shall 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

Employees are categorized as 10, 11 or 12 month employees as noted below:

- Less than 200 work days = 10 months
- 200 – 219 work days = 11 months
- 220+ work days = 12 months

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 school year (work calendar) until the date of separation, less all amounts paid-to-date.

The Annualized Salary Method is described and illustrated in a presentation titled, *Everything You Need to Know About Your Annualized Salary*. The presentation is available on the Business Department webpage, Employee Training Resources at:

http://www.lacklandisd.net/departments/business_department/employee_training_resources/

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 the district does pay a non-exempt employee for time not worked, the district may be challenged under the “gift of public funds” section of the Texas Constitution.

To mitigate violations of the Texas Constitution, the District shall 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.

Pay During Emergency School Closings – Days not scheduled to be made up

The Superintendent at times may elect to close school for a day(s) due to severe weather or other safety concerns. [Board Policy DEA Local](#) states that:

During an emergency closing for which the workdays are not scheduled to be made up at a later date, all employees shall continue to be paid for their regular duty schedule regardless of whether the employees are required to report to work. The Board shall, by resolution or other Board action, set the parameters for payment during closings and reflect the purpose served by the expenditure.

The Board approved a Resolution Regarding Wage Payments During Emergency School Closings. The Board has determined that employees who are instructed to not report to work may suffer a loss of pay; therefore, the Board has determined that continuing the wage payments during the closure serves a public purpose to maintaining morale, reducing turnover and ensuring continuity of school operations.

The Board Resolution authorizes:

- continued wage payments to all employees, contractual and non-contractual, salaried and non-salaried up to regularly scheduled work hours per day, who are instructed not to report to work during an emergency closing, unless the workdays are scheduled to be made up at a later date, and
- premium pay for nonexempt employees who are required to work during an emergency closing at a 1 1/2 times their regular rate of pay for all hours worked onsite up to 40 hours per workweek. Overtime for time worked over 40 hours in a workweek shall be calculated and paid in accordance with law (FLSA).

Pay During Federally Declared Disasters

Non-exempt employees who are required to work during an emergency closing for a federally declared disaster shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked onsite up to 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.

Absences due to bad weather or emergency closure shall not count as an absence under the

Attendance Incentive Program.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited 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 Web Site (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 shall 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 and/or monthly 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.

Lackland ISD Retire/Rehire Addendum

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 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. Professional employees may be eligible for extra duty pay or stipends for additional assignments.

Nonexempt employees shall be compensated on an hourly basis and shall be compensated for all hours worked. They shall receive compensatory time or paid time for each hour worked beyond their normal work schedule.

[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 midpoint of each pay grade shall serve as the base for calculating annual increases. Using this base will enable all employees on the same pay grade to receive the same monthly and/or hourly pay increase.

For example, a three percent (3%) increase for employees assigned to the MT/PG 2 pay scale, would be calculated based on 3% of the midpoint hourly rate (\$17.10), for an hourly increase of .51 cents. The hourly increase, multiplied by the workday and the number of days per year, will result in the estimated annual increase of \$705.60 for a custodian with an 8-hour workday scheduled to work 245 days per school year.

**Example: \$17.10 per hour [midpoint of MT/PG 2] * .03 = \$.51 per hour increase,
\$.51 per hour increase * 8 hrs/day * 245 days/year = \$1005.48 annual pay
increase.**

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 Board 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. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

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 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. 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. The minimum increase in salary shall not be less than 4% above the prior rate of pay.

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. 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. 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.

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. The minimum increase in salary shall not be less than 2% above the prior rate of pay.

The Request for Job Classification Review form shall be submitted by the requesting administrator. Reviews are conducted during the budget development process for the next fiscal year, unless the Superintendent authorizes an immediate review due to extenuating circumstances.

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 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. 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. The minimum decrease in salary shall not be less than 4% of the previous rate of pay.

Adjustment in Pay – Involuntary Assignment Due to District Needs

An adjustment in the base salary of a non-exempt employee shall be implemented, on a case-by-case basis when the district identifies the need to temporarily assign a non-exempt employee in a position other than their primary job.

Temporary Assignment to a Higher Pay Grade

Example #1: If a certified bus aide (PG 2) with a CDL (and endorsements) is assigned to drive a bus route in the absence of a regular bus driver (PG 6) or in a vacancy, the certified bus aide shall be paid at least the minimum hourly rate on the higher pay grade (PG 6).

Example #2: If the Food Service Lead Cook (PG 4) is assigned to fill in for the Food Service Supervisor (PG 7) and performs a substantial portion of those duties, shall be paid at least the minimum hourly rate on the higher pay grade (PG 7).

Temporary Assignment to a Lower Pay Grade

Example #1: If a bus driver (PG 6) is assigned to work as a Food Service worker (PG 2) during his/her **regular duty hours**, the bus driver shall be paid their higher existing hourly rate on the higher pay grade (PG 6). The intent is that no non-exempt employee will be required to perform duties on a lower grade and as a result have a decrease in their primary job wages.

Adjustment in Pay –Voluntary Substitute in Another Position

Regardless of whether the pay grade of the substitute position is lower or higher than the primary job, the non-exempt employee shall be paid **at least the minimum** hourly rate at the pay grade in which they are performing substitute work.

Example #1: If a bus driver (PG 6) volunteers to work as a Food Service worker (PG 2) **after or before his/her regular duty hours as a substitute**, the bus driver shall be paid at least the minimum hourly rate for the Food Service worker (PG 2).

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 pay dates.**

All professional and paraprofessional 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, food service and transportation employees, as well as exempt and non-exempt substitutes, are paid on a 24-payment plan on a **semi-monthly basis**, generally around the 15th and last day of the month. Pay date schedules are included in this Compensation Handbook and are posted on the district's website at the beginning of each school year.

Note: The district has implemented an exception to the 12-month payment plan for teachers that are new to education and hired over the summer months. New teachers that meet these requirements shall be provided an option to be paid over a 13-month payment plan **their first year** of employment. Teachers who have been employed in another district during the prior academic school year will be paid on the traditional 12-month payment plan.

If an employee separates from the district either due to resignation, retirement or termination, the employee will not receive all of the scheduled 12 or 24 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.

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 next payroll period end date. Otherwise, the final paycheck will be on the 2nd regularly scheduled pay date.

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

10-month employees: The final paycheck will be in May if the work schedule does not extend more than 6 workdays into June and if the employee has enough available leave to cover through the last work day in the school year. Otherwise, the final paycheck will be in August.

11-month employees: The final paycheck will be in June if the work calendar ends by June 15th and the employee has enough available leave to cover through the last work day in the school year. Otherwise, the final paycheck will be in August unless other arrangements have been made with Payroll.

12-month employees: The final paycheck will be in June.

The final paychecks for retirements at any time other than the end of the school year will be in accordance with the Separation Due to Resignation/Termination procedure.

The payroll department shall calculate the final paycheck (payoff) as noted below:

The **Professional Staff and Non-Exempt Staff Final Paycheck Calculation Forms** are included in the Exhibit Section. Sample **Professional Staff Final Paycheck Calculation** (excerpt).

The payoff form includes the earned wages, wages paid-to-date and the wages owed to the employee. The total leave earned, used and leave used in excess is also included in the payoff form.

Compensatory hours earned by a non-exempt shall be included in the payoff at the current rate of pay, or an average of the last 3 years, whichever is higher.

If the employee's payoff is a negative number, the employee shall be notified that he/she must reimburse the district for the overpaid wages (typically because of using more leave than was actually earned).

Ascender Employee Portal

Employee Portal accounts allow current and former employees to view their personal information, wage statements, leave balances, and tax documents such as W2 and 1095's.

- To create an Employee Portal account, go to <https://portals20.ascendertx.com/EmployeePortal/login?distid=015913> and select Create Account.

The Payroll Department has detailed instructions to create an account. Contact the Payroll Coordinator if you need assistance.

- Portal accounts are created and managed by the employee. If you forget your password, contact the Payroll Coordinator at 210-357-5193, she will delete your account. This will allow you to create a new account.
- It is important to remember leave is only as current as the Pay-Date Schedule and loaded with pay dates. **Leave is not recorded Live in the Employee Portal.** For example: The pay period is July 29th – August 26th and paid on September 25th. If you take a day off between August 27th and September 25th it will not be reflected in the Employee Portal. That day of leave taken will be reflected on your October 25th pay stub and recorded in the Employee Portal at that time.

Lackland ISD
Non-Exempt Staff Final Paycheck Calculation

(School Year)

Note: An employee that separates from the district shall receive his/her final paycheck (payoff) on the next regularly scheduled pay date if the separation occurs before the next payroll period end date. Otherwise, the final paycheck will be issued on the 2nd regularly scheduled payday.

Employee:	
Employee Number:	

Date of Separation:	
----------------------------	--

Estimated Annualized Salary

Hourly rate	
Number of hours/day	
Daily rate	\$ -
# days per year	
Annualized Salary	\$ -
Monthly Salary	\$ -

# days employed per year	
---------------------------------	--

Actual Annual Salary *

Hourly rate	
Number of hours/day	
Daily rate	\$ -
# days per year	
Annualized Salary	\$ -
Less Salary Paid to Date	
Amount Due to Employee	\$ -
Adjustment(s) to final paycheck	
Less excess leave taken	\$ -
Less other deduction	\$ -
Plus comp time balance	\$ -
Plus Non-Duty Days R/F	\$ -
Plus other adjustment	
Gross final paycheck	\$ -

Percentage of Days worked during school year	
Scheduled days	0.0
Actual days	0.0
Percentage	#DIV/0!

Excess Leave Taken - State Leave Days	
Number of days employed	0.0
Max number of state days per year (5 days)	5.00
Number of days earned (No. of days * % of days worked)	#DIV/0!
Days carry-forward from PY	0.00
Total days available	#DIV/0!
Number of days taken	0.00
Number of excess days taken	#DIV/0!
Daily rate	\$ 62.10
Less excess leave taken	#DIV/0!

Excess Leave Taken - Local Leave Days	
Number of days employed	0.0
Max number of local leave days per year (5, 6 or 7 days)	5.00
Number of days earned (No. of days * % of days worked)	#DIV/0!
Days carry-forward from PY	0.00
Total days available	#DIV/0!
Number of days taken	0.00
Number of excess days taken	#DIV/0!
Daily rate	\$ 62.10
Less excess leave taken	#DIV/0!

Comp time balance at separation	0
Number of comp time hours	
Regular rate of pay (hourly)	
Comp time adjustment due	\$ -

Non-Duty Days at separation	0
Number of non-duty days RF	
Daily rate of pay	
Non-duty Days Adjustment	\$ -

Total Absence Deduct Days/School Year: Check One:

Hours Days

Payroll: _____

Date: _____

All employees who are separating from the district shall meet with the payroll department 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, insurance benefits and voluntary deductions, as appropriate. In addition, if an employee is retiring through the Teacher Retirement System, the payroll department must ensure that the appropriate TRS form(s) are submitted by the retiree and completed and submitted on behalf of the employee to TRS.

Lastly, the payroll department 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.

The Payroll Exit Form is illustrated below:

Payroll Department Exit Form

Employee Name:		Date of Exit Processing:	
-----------------------	--	---------------------------------	--

Leave Balances

- Employee Provided Copy of Leave Balance?
- Employee Eligible for Leave BuyBack?
- Employee Requested Buy Back Leave?
- Employee has Comp Time Balance?

Yes	No	# of Days/Hours

Note: The leave balance as of the Exit Conference may not include leave taken that has not been processed by the payroll department.

Benefits & Voluntary Deductions

- Employee Provided Copy of COBRA for dental and vision?
- Employee has a Wage Garnishment in effect?
- Employee has been notified of final deductions?

Yes	No	Date

Retirement Only

- Employee is retiring under TRS?
- Employee has submitted TRS 7?
- Employee will receive early payoff for TRS purposes?

Yes	No	Date

Final Payoff of Wages

- Employee has received a copy of the final payoff check?

Yes	No	Date

Note: The final payoff as of the Exit Conference may not include deductions for unearned leave taken that has not been processed by the payroll department.

Pay Date Schedule - Monthly

LACKLAND ISD MONTHLY PAY DATES 2023 - 2024

*Note: Lackland ISD will combine supplemental & regular payroll. Pay period is for **ONLY** Sub pay, hourly pay, supplemental pay, overtime pay, leave and dock days. Pay period is not for days/hours covered under annualized pay*

Pay Period	Timesheets, Supplemental forms Due Date	Pay Date	
		Day	Date
July 29th - Aug 26th	September 8, 2023	MONDAY	September 25, 2023
Aug 27th - Sept 30th	October 6, 2023	WEDNESDAY	October 25, 2023
Oct 1st - Oct 28th	November 3, 2023	FRIDAY	November 17, 2023
Oct 29th - Nov 25th	December 1, 2023	FRIDAY	December 15, 2023
Nov 26th - Dec 30th	January 5, 2024	THURSDAY	January 25, 2024
Dec 31st - Jan 27th	February 2, 2024	FRIDAY	February 23, 2024
Jan 28th - Mar 2nd	March 8, 2024	MONDAY	March 25, 2024
Mar 3rd - Mar 30th	April 5, 2024	THURSDAY	April 25, 2024
Mar 31st - Apr 27th	May 3, 2024	FRIDAY	May 24, 2024
Apr 28th - Jun 1st	June 7, 2024	TUESDAY	June 25, 2024
Jun 2nd - Jun 29th	July 5, 2024	THURSDAY	July 25, 2024
Jun 30th - July 27th	August 2, 2024	FRIDAY	August 23, 2024



Always keep the payroll department informed of your current bank account and mailing address!

Submissions due by the due date specified for each Pay Date in order to be processed with that payroll. All late submissions will be processed in the next pay period. For TRS reporting all Time corrections for the prior month must be corrected by the 1st of the following month.

Pay dates denoted in red have been adjusted due to a holiday or earlier payday.

NOTE: Always keep the payroll department informed of your current mailing address!

Pay Date Schedule – Semi-Monthly

LACKLAND ISD SEMI-MONTHLY PAY DATES 2023 - 2024

*Note: Lackland ISD will combine supplemental & regular payroll. Pay period is for **ONLY** Sub pay, hourly pay, supplemental pay, overtime pay, leave and dock days. Pay period is not for days/hours covered under annualized pay*

Pay Period	Timesheets, Supplemental forms Due Date		Pay Date
Aug 13th - Aug 26th	September 1, 2023	TUESDAY	September 15, 2023
Aug 27th - Sept 9th	September 18, 2023	FRIDAY	September 29, 2023
Sept 10th - Sept 23rd	September 29, 2023	FRIDAY	October 13, 2023
Sept 24th - Oct 7th	October 13, 2023	TUESDAY	October 31, 2023
Oct 8th - Oct 21st	October 27, 2023	WEDNESDAY	November 15, 2023
Oct 22nd - Nov 4th	November 13, 2023	THURSDAY	November 30, 2023
Nov 5th - Nov 18th	November 27, 2023	FRIDAY	December 8, 2023
Nov 19th - Dec 2nd	December 8, 2023	THURSDAY	December 15, 2023
Dec 3rd - Dec 16th	January 3, 2024	FRIDAY	January 12, 2024
Dec 17th - Jan 6th	January 12, 2024	WEDNESDAY	January 31, 2024
Jan 7th - Jan 20th	January 26, 2024	THURSDAY	February 15, 2024
Jan 21st - Feb 3rd	February 9, 2024	THURSDAY	February 29, 2024
Feb 4th - Feb 17th	February 23, 2024	FRIDAY	March 8, 2024
Feb 18th - Mar 2nd	March 8, 2024	THURSDAY	March 28, 2024
Mar 3rd - Mar 16th	March 22, 2024	MONDAY	April 15, 2024
Mar 17th - Mar 30th	April 5, 2024	TUESDAY	April 30, 2024
Mar 31st - April 13th	April 19, 2024	WEDNESDAY	May 15, 2024
April 14th - May 4th	May 10, 2024	FRIDAY	May 31, 2024
May 5th - May 18th	May 24, 2024	FRIDAY	June 14, 2024
May 19th - June 1st	June 7, 2024	FRIDAY	June 28, 2024
June 2nd - June 15th	June 21, 2024	MONDAY	July 15, 2024
June 16th - June 29th	July 5, 2024	WEDNESDAY	July 31, 2024
June 30th - July 13th	July 19, 2024	THURSDAY	August 15, 2024
July 14th - Aug 3rd	August 9, 2024	FRIDAY	August 30, 2024

Pay dates denoted in red have been adjusted due to a holiday or earlier payday.



**Always keep the payroll department informed
of your current bank account and mailing address!**

Submissions due by the due date specified for each Pay Date in order to be processed with that payroll. All late submissions will be processed in the next pay period. For TRS reporting all Time corrections for the prior month must be corrected by the 1st of the following month!

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 department 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.

*Exception – Non-TRS eligible employees, such as substitute, temporary employees and TRS retirees.

Employees may elect to include deductions for the employee's share of premiums, for health, dental, life and vision insurance and annuities. Employees may also request payroll deduction for payment of membership dues to some professional organizations. Deductions will be taken from the employee's paycheck provided that the paycheck covers all deductions. In the event that the paycheck does not cover all deductions, the employee shall be responsible for bringing their share of premiums to the payroll department on or before the pay date.

Nonexempt employees paid on a direct hourly method may not receive a paycheck during months that they are not scheduled to work; therefore, if an employee is not scheduled to receive a paycheck during one or more months, the employee shall have double employee-paid deductions (insurance, dental, life, etc.) during the months of March, April and May for premiums for June, July and August or must bring their portion of any deductions to the payroll department by the 1st of the month of coverage, if double-deductions cannot be made from the regular paycheck(s).

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 department makes every effort to ensure that employee's pay, leave, and other information are correct. Unfortunately, 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.*

The **Wage Deduction Authorization Agreement** states:

I understand and agree that my employer, Lackland Independent School District (the District), may deduct money from my pay from time to time for reasons that fall into the following categories: (excerpt)

- 1. Overpayment of wages for any reason, repayment to the District of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the District and I agree in writing to a series of smaller deductions in specified amounts);*

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.

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.

Professional Development Trade Days

Some employees' work calendars include Trade Days. Trade Days are days that are designated on the academic calendar for professional development. Employees, subject to the Guidelines for

Professional Development Trade Days, shall complete the required trade days during the specified time frame. Failure to complete the trade days, will result in the use of a leave day for the designated trade day, or deduction of the daily rate if the employee has exhausted all available paid leave.

Administrative supervisors shall certify that every employee in their department or campus has completed the required trade days. The certification must be received by the payroll department by September 1st of each school year.

Salary Schedules

The district has adopted a midpoint salary schedule system. The salary schedule consists of three (3) job classifications: Administrative/Professional, Clerical/Technical, and Manual Trades.

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. For example, in the Child Nutrition department, there are four (4) opportunities for advancement within the job classification: Food Service Worker, Food Service Lead Cook, Food Service Manager and Food Service Supervisor.

All positions shall be assigned a pay grade on the district's Salary Schedule. All exempt positions shall be assigned to the AP – Administrative/Professional Job Classification. Non-exempt positions shall be assigned to the CT – Clerical/Technical or MT – Manual Trades Job 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 are analyzed, and the 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 before the start of each school year. 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 three (3) years, sooner if 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 20 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.

[Lackland ISD Salary Schedules 2023-2024](#) available on *Lackland ISD Business Webpage*.

Substitute Employee Pay Schedules

All hourly substitutes for support personnel shall be paid in accordance with the Compensation Plan. A list of approved substitutes shall be maintained by the HR Administrator and distributed to each campus principal, operational area supervisor or director.

Coach Pay for driving a school bus to athletic events

Coaches shall be assigned to drive school buses for athletic events. If a certified coach is not available, a school district bus driver shall be assigned to drive to and from the event. The payment for coaches shall be as noted below:

1. Coaches will be paid for driving time to and from the athletic event.
2. The driving time shall be calculated by dividing the total miles driven by 50 miles to determine the total hours of pay. For example: 150 miles driven would equal 3 hours of pay.
3. The hourly rate of pay for driving shall be based on the midpoint rate for bus drivers.
4. Trip sheets shall be submitted by each coach by the 5th of the month following the driving time. Payment will be made via regular payroll check in the month following the driving time, provided that the documentation is submitted by the 5th of the month.
5. All trip sheets for driving time during the fiscal year (September 1st through August 31st) shall be submitted to the payroll department for processing and payment no later than September 5th (after the end of the fiscal year). No payments will be made for trip sheets submitted after this deadline.

Pay for bus drivers as drivers for athletic, co-curricular, and field trip events

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 in accordance with the FLSA. 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, except for overnight trips which shall be subject to reduction for sleep time in accordance with the FLSA.

Initial Placement on Salary Schedule

Hiring rates for new employees shall be based on the guidelines below and shall be based on the prior employment information reported by the new employee on the job application. All reported prior employment information must be verified by the new employee. Acceptable documentation shall include:

- Teacher Service Record (FIN-115 or similar form)
- Other acceptable written documentation from the prior employer

The new employee shall be responsible for collecting and submitting the documentation to the Human Resources department. Documentation must be submitted **within 30 days of the date of employment** to validate all years of experience. If a new employee fails to submit the

documentation within 30 days, the beginning pay will be reduced by the undocumented years of experience if the experience was included in the starting salary. Experience not disclosed at the time of employment will not be considered at a later date for retroactive payments.

Only experience earned in a Texas public school district will be used to *initially* place the new employee on the appropriate pay scale. Other experience, such as private school, out-of-state/county and private sector experience will be used to place the new employee on the pay scale only after receipt of the prior employment documentation.

A year of creditable experience in a Texas school district shall be based on the state regulations (TAC 153.1021(f)) as noted below:

Year Service Rendered	Minimum Days at 100% of the Day	Minimum Days at 50%-99% of the Day	Minimum Full-time Equivalent Days
Beginning 1998-1999	90	180	90
Beginning 1988-1989	----	----	85
1987-1988 to 1978-1979	85	170	85
1977-1978	85	175	----
1976-1977 to 1972-1973	90	180	----
Prior to 1972-1973	90	180	----

This table will be used to evaluate creditable years of experience from other sources such as private school, out-of-state, out-of-country and private sector.

TEACHERS, NURSES AND LIBRARIANS

Hiring rates for classroom teachers, nurses, and librarians shall be based on creditable years of experience according to state regulations ([TAC 153.1021 Recognition of Creditable Years of Service](#)) and the district's teacher hiring salary schedule.

At the time of employment, the salary placement will be based on reported Texas public school district experience. Additional years of experience may be granted after receipt and approval of creditable experience at a private or out-of-state school.

Other creditable years of experience may be available for the following types of work experience in accordance with state regulations:

- Certified Career and Technology Education teachers employed for at least 50% of the time in an approved career and technology position may count up to two years of work experience for salary increment purposes if the work experience was required for career and technology certification. Once credit for work experience has been granted, the credit shall be continued regardless of the position held.
- Substitute teachers. Beginning with the 1998-1999 school year, a substitute teacher, as defined in state regulations is eligible for creditable service.
- Teacher aides. Beginning with the 2004-2005 contractual year, a teacher aide who *subsequently* attains certification may count up to two years of full-time equivalency of direct student instruction for salary increment purposes. Such experience must be verified

on the teacher service record form (FIN-115) or a similar form containing the same information.

- Adult basic education program credit. A person teaching adult basic education is eligible for creditable service if the program was operated by a public school and the person held a valid teaching certificate.

OTHER PERSONNEL

Hiring rates for all other employees will be determined on an individual basis based on job related qualifications, salary history, and salaries of other employees in the position. Job postings may advertise a starting salary range up to the midpoint of the pay range.

Hiring rates for persons other than teachers, nurses and librarians will be set in accordance with these guidelines:

1. New hires in positions that require little or no previous job experience will be placed at the minimum of the pay range whenever possible.
2. New hires with Texas school district job-specific experience or special skills may be hired at a rate that is appropriate for the credited years of experience as noted below:
 - a. Job-specific experience shall be on a year for year (1:1) ratio. Credit may be given for similar job experience at a one year for every 2 years (1:2) ratio.
 - b. Teachers promoted to a campus or central administrator shall be given credit on a 1 year for 2 years (1:2) ratio.
3. New hires with non-Texas school district and private sector job-specific experience or special skills may be hired at a rate that is appropriate for the credited years of experience on a **1 year for 2 year (2:1) ratio**. The starting pay may also be determined with consideration given to each new employee's qualifications for the job and previous salary history.
4. Whenever possible, new employees will not start at pay rates above other district employees with comparable experience in the same position.
5. Salary credit for work experience that is directly job related will generally be given in accordance with the district's compensation plan.
6. All starting salaries above the midpoint of a pay range must be approved by the Superintendent.

Salary Differentials – College Degree and/or College Hours

Teachers

Teachers who have earned a Masters Degree, as evidenced by an **official transcript** shall receive an Educational Salary Differential of \$2,000 per school year, or \$3,000 for a Doctorate Degree,

whichever is higher. The date the degree was conferred shall be used to pro-rate the Educational Salary Differential for teachers working less than a full school year, or who have received the degree during the school year. New teacher hires and mid-year advanced degree recipients shall present their official transcript within 30 days of employment to receive the additional salary. Retro-active payments shall not be paid if a teacher fails to present the documentation until a future school year.

Paraprofessional Staff

Paraprofessional staff (clerical, technical, and educational aides) who have earned college hours from an accredited college or university, as evidenced by an official transcript, shall receive a Paraprofessional Staff Educational Incentive ranging from \$150 to \$1,000 based on the total number of college hours. New hires and employees who earn college hours during the school year shall present their official transcript within 30 days of employment to receive the additional salary. The educational incentive shall be prorated for paraprofessionals working less than a full school year, or who have completed their college hours during the school year. Retroactive payments shall not be paid if a paraprofessional fails to present the documentation until a future school year.

The stipends shall be paid subject to the Educational Incentive Pay Plan guidelines:

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

Terms & Conditions of the Educational Incentive Pay Plan:

- The semester hours taken must be reflected on an official transcript from an accredited college or university.
- The semester hours taken should relate to the specific position of the paraprofessional.
- The semester hours for instructional support staff should be in the areas of: academic subjects, psychology, child development, or special education.
- The semester hours for office and/or clerical support staff should be in the areas of: academic subjects, business education, management, or technology.
- All semester hours shall be subject to review and approval by the Superintendent, or his designee, prior to the payment of the Educational Incentive Pay.

The district shall not pay retro-active salary differentials for prior school years. All official transcripts shall be submitted to the Human Resources department for consideration and approval of additional salary.

Supplemental Pay/Stipends – Exempt Staff

All supplemental pay shall be paid through the normal payroll process subject to the established pay dates and payroll deadlines on the employee's regular paycheck. Stipends shall be paid either after the activity is complete, throughout the school year on a prorated basis or at the end of the school year based on the process noted below.

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

Supplemental & Extra Duty Pay

1. All supplemental duties performed by professional and support staff, such as staff development, tutoring, detention, homebound, etc., shall be recorded and submitted to the Finance/Payroll Coordinator on a **Supplemental Pay Form within 5 days of the duty being performed, or in accordance with the pay periods, whichever is sooner**. The rate of pay shall be in accordance with the district's **Stipend and Extra Duty Pay Schedule** and shall include the appropriate budget code number.
2. Nonexempt employees shall record all work hours via the district's timekeeping system. Work hours in excess of 40 hours per workweek shall be compensated at 1 ½ times their regular rate of pay *or* accrued at 1 ½ times as compensatory time, as appropriate.
3. Extra duty pay for **summer professional development** shall be preapproved by the respective campus or central administrative supervisor. Employees shall have the option of using summer professional days as trade days for the upcoming school year, or to be paid a professional development stipend, subject to their respective administrator's approval and available budgeted funds.
 - a. Professional employees shall be notified, in writing, that if they elect to voluntarily resign after attending the professional development, they **will not** be paid for their attendance at the training event.
 - b. Non-exempt employees shall be notified, in writing, that if they elect to voluntarily resign after attending professional development, that they **will be** paid for their attendance in compliance with the Fair Labor Standards Act. Non-exempt staff must clock in and out on the district's timekeeping system while on duty attending professional development.
 - c. No district employee shall attend professional development training at the district's expense **after** they have submitted their letter of resignation. **There shall be no extra duty pay for either professional or non-exempt employees after they have ceased to be employees of the district.** [Note. It shall be the employee's responsibility to immediately notify their administrative supervisor if they have been scheduled to attend professional development training after

submitting their letter of resignation. The employee shall also immediately return any travel funds and travel credit card. If an employee attends professional development **after** their resignation, they shall be responsible for repayment to the district of all travel expenses or they shall have the funds deducted from their final paycheck.

4. Extra duty pay for **summer curriculum writing** shall be preapproved by the respective campus or central administrative supervisor. Professional employees shall be notified, in writing, that if they elect to voluntarily resign after completing the curriculum writing project(s), that they **will not** be paid unless they submit the completed curriculum in a digital format to their administrative approval. After review and approval of the curriculum, the administrative supervisor shall submit a request for supplemental pay to the payroll department in accordance with the established deadlines. Note. Non-exempt staff shall not be assigned to write curriculum.
 - a. No district employee shall perform any curriculum writing projects **after** they have submitted their letter of resignation. **Note. There shall be no extra duty pay for either professional or non-exempt employees after they have ceased to be employees of the district.**
5. Exempt staff working extra hours beyond their normal work calendar will not be compensated for the extra hours unless the work is critical and approved by the Superintendent. Extra work hours approved for compensation will be rounded to the nearest ½ day or full day of the employee's daily rate of pay. Extra full days worked beyond the normal work calendar may be subject to compensation with prior approval from the Superintendent.

Stipend Pay

1. For annual stipends, such as athletic coaches, club sponsors, department heads, grade level heads, etc., the campus principal (or administrator) shall identify each individual who is to receive a stipend by submitting a list of stipends and recommended individual to the Superintendent and the Chief Financial Officer. A master list of the recommendations shall be due by September 15th of each school year. After approval of the master list by the Superintendent and Chief Financial Officer, every approved employee shall receive a **Notice of Supplemental Duties** Form by October 1st indicating their assigned stipend(s) and stipend amount(s). The signed Notice of Supplemental Duties shall be kept at the respective campus or department until completion of the assigned duty(ies) or May 1st, whichever occurs first.
2. The Campus Principal shall submit changes to stipend assignments to the Superintendent and Chief Financial Officer as they occur. After approval, a revised Notice of Supplemental Duties shall be provided to the appropriate individual(s).
3. The Campus Principal (or administrator) shall monitor the performance of the assignments. 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 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.

4. It is strongly discouraged to assign a stipend duty to a non-exempt employee due to the complexity of meeting the FLSA requirements regarding minimum wage, overtime and recordkeeping. However, if due to extenuating circumstances, a principal (or administrator) recommends (and the Superintendent approves) a non-exempt employee for a stipend assignment, the non-exempt shall record all work hours via the district's timekeeping system. Work hours in excess of 40 hours per workweek shall be compensated at 1 ½ times the stipend hourly rate of pay (or weighted average hourly rate of pay, whichever is higher). The agreed-upon stipend hourly rate of pay shall be at least equal to or greater than the federal minimum wage (\$7.25).
5. By May 1st of each school year, the principals (and administrators) must approve payment of all end-of-year stipends by submitting an approved Notice of Supplemental Duties. The appropriate principal or administrator shall sign the Payment Approval section of the Supplemental Pay Notice and submit to the payroll department no later than May 1st.
6. Stipends for athletic coaching shall be paid on the next paycheck after the end of the regular season. For example, if the Volleyball season ends in late October, the stipend(s) will be paid on the November paycheck. The payment of stipends shall be approved after the end of each sport by the campus principal and the athletic director. The appropriate principal or administrator shall sign the Payment Approval section of the Supplemental Pay Notice and submit to the payroll department by the established deadline.
7. Stipends for UIL Coaching shall be paid to employees after completion of their respective event(s). Fall events may be paid in December even if the event occurs before payday but after the monthly paycheck cutoff period IF the employee acknowledges that failure to complete the event will result in a deduction of the payment on their next paycheck.
8. Employees with stipends totaling over \$10,000, shall be provided an option to receive their stipends pro-rated over a 12 month period, subject to their agreement that if they do not perform the duties as indicated on their stipend agreement, their actual pay will be adjusted (reduced) accordingly. On the other hand, if additional stipends are added after the start of the school year, the additional stipends may be re-prorated or the balance paid on the final paycheck of the school year.
9. Facilitators shall receive a \$1,500 stipend for their role. In addition, a facilitator may receive up to an additional \$1,500 per year if he/she works additional days while off-contract. The facilitator days shall be designated as days for professional development training, curriculum writing or other duties as pre-approved by the immediate supervisor.

10. Stipends and extra duty pay paid with federal funds shall be subject to approval from the Grants Administrator, as appropriate.
11. All stipends and extra duty pay rates shall be approved by the School Board on the **Stipend & Extra Duty Pay Schedule**.
12. No extra duty assignment shall be assigned to a staff member without the approval of the Superintendent. Retroactive payments will not be made for work performed prior to approval of the extra duty pay assignment.
13. Additional contract days, at an employee's full rate of pay, are not defined as extra duty pay. Additional contract days shall be pre-approved by the Superintendent. The additional salary expense must be included in the appropriate salary budget code(s).
14. Changes to stipend assignments, if any, during the school year, shall be promptly submitted by the campus principal or administrator, as appropriate, to the Superintendent and Chief Financial Officer.

Differential Pay for Substitute Teachers

A substitute is defined by the Teacher Retirement System for membership eligibility purposes as a worker that is assigned to fill in for an employee whether the employee is absent due a single absence or a long-term absence. A worker that is assigned to fill in as the "teacher of record" in a position that is vacant or newly created is a temporary employee, not a substitute.

Substitute teachers shall be paid at the base rate established by the Board of Trustees as part of the Compensation Plan. A substitute teacher that is assigned to the same assignment for a consecutive, extended number of days (11+ days), shall be paid at the higher rate of pay as noted on the Compensation Plan. Campus principals shall notify the payroll department when a substitute teacher has reached their 11th day in the same assignment. If a substitute teacher breaks the consecutive assignment, he/she shall return to the base substitute teacher rate unless extenuating circumstances exist and the campus principal and superintendent approve the exception.

In the event that a substitute teacher will be assigned to a long-term assignment that is anticipated to be beyond 10 days, the substitute teacher shall be eligible to receive the higher rate of pay effective the 1st day of the long-term assignment, upon recommendation of the campus principal and approval by the Superintendent.

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.

Transportation Department Employees attending a driver training course, at the request of Lackland ISD for the first time, to become certified bus drivers, will be paid minimum wage per hour for the training course if attended outside the normal work hours. Certified Bus Driver

Refresher Course will be paid at the driver's normal hourly rate when attending after normal duty hours.

Food Service employees attending annual training in the areas of sanitation, food safety or other job-related training 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 department 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.

Overtime Compensation – Comp Time Pay

The district compensates overtime for nonexempt employees in accordance with federal wage and hour laws. Only nonexempt employees (hourly employees and paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor.

Overtime is legally defined as all hours worked in excess of 40 hours in a workweek and is not measured by the day or by the employee's regular work schedule. Nonexempt employees that are paid on a salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours. For the purpose of calculating overtime, a workweek begins at 12:00a.m. Sunday and ends at midnight 11:50 p.m. Employees may be compensated for overtime at time and a half rate with compensatory time off (Comp Time) or direct pay. The following applies to all nonexempt employees.

- Employees can accumulate up to 60 hours of comp time.
- Comp time should be used during the week it is earned, if not possible;
- Comp time should be used in the duty year that it is earned (prior to 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, non duty, vacation).
- Weekly time records will be maintained using Frontline on all nonexempt employees for the purpose of wage and salary administration.

Employee Allowances

Cabinet members and selected other administrative staff shall receive a cell phone allowance in the amount of \$75 per month. The cell phone allowance is provided for non-compensatory reasons and shall not be subject to employment taxes, nor eligible as TRS eligible compensation.

Non-exempt employees in the operations departments shall receive a \$25 per month uniform allowance. The uniform allowance is taxable but not TRS eligible compensation. Eligible employees shall receive the \$25 per month uniform allowance based on their scheduled work months, either 10, 11 or 12 months. Eligible employees may also receive a uniform shirt, jacket or other protective wear. The clothing shall be issued to the employee for use during employment at the district. Employees are required to wear the clothing to comply with the IRS working fringe benefit rules. Clothing shall be issued to employees using the Uniform & Safety Equipment Issuance Form.

Cell Phone Agreement Form

Uniform & Safety Equipment Issuance Form

Employee Benefits & Leave

All eligible employees shall receive benefits in accordance with the Summary of Employee Benefits. **The plan year for all benefits shall be September 1st through August 31st.**

If any questions arise regarding Benefits, please contact Yolanda Jackson, HR & Benefits Coordinator at 357 5002, or via email at: jackson.y@lacklandisd.net.

Group Health, Dental and Life 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 (non-TRS members are not eligible for the district insurance contribution)

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each summer. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact Mrs. Yolanda Jackson at 210-357-5002 for more information.

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.

Dental, EAP, and life insurance coverage for eligible employees is also provided at district cost for the employee only. Additional coverage for dependents, at employee cost, is optional.

Employer-provided group health, dental and life 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. Optional insurance plans and other deductions will terminate at the end of the month of separation.

Supplemental Insurance

At their own expense, employees may enroll in approved supplemental insurance programs for long and short-term disability, hospital, intensive care, and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact Yolanda Jackson, HR & Benefits Coordinator for more information.

The district offers some fringe benefits that may be taxable according to the Internal Revenue Service Federal State and Local Government (FSLG) Fringe Benefit Guide:

Benefit	Eligible Employees	Amount	Taxable
Above & Beyond Award	All part-time and full-time employees except Administrators	\$200	Yes
Attendance Incentive Award (Suspended for 2023-2024 SY)	All PT and FT employees except Superintendent and PT retire rehires	\$250 - \$750	Yes
Cell Phone Allowance (for non compensatory purposes)	Cabinet Administrators	\$75/mo	No
Clothing – District-required uniforms not suitable for everyday wear (Auxiliary Staff)	Auxiliary staff	Varies	No
Clothing – Optional wear such as coaching uniforms suitable for everyday wear	Coaching staff	Varies	Yes
De Minimis Awards or Property – nominal value and infrequent such as shirts, tote bags, coolers, snacks, meals, etc.	All staff	Less than \$25	No
Educational Reimbursements and allowances – Graduate tuition reimbursement program	Teaching staff	Varies	No
Gift cards (of any value) – cash equivalent as a prize or award	All staff	Varies	Yes
Group Term Life under \$50,000	All eligible staff	Varies	No
Group Term Life over \$50,000	Superintendent	Varies	Yes

Keeping It 100	All part-time and full-time employees except Administrators	\$100	Yes
Longevity Incentive Plan (Suspended for 2023-2024 SY)	All Staff	\$100-\$500	Yes
No-cost fringe benefits – district provided fitness facilities and training	All staff	N/A	No
Prizes (non cash or cash equivalent)	All staff	Less than \$25 value	No
Prizes (non cash or cash equivalent)	All staff	\$25 or more	Yes
Travel expenses – meals, lodging, etc. – non-accountable or unsubstantiated with receipts or signed certification of actual costs	All staff	Varies	Yes
Travel expenses – meals, lodging, etc – accountable and substantiated with receipts or signed certification of actual costs	All staff	Varies	No
Vehicle allowance or district provided vehicle	Superintendent	Varies	Yes

Summary of Employee Benefits

Benefit	Eligible Employee	Amount	Paid By
Social Security (FICA)	All employees, including Substitutes, Retirees and Temporary Employees (pay into Social Security, not TRS) Note: The District operates under a Section 218 Agreement.	.062 of gross wages .062 of gross wages	District Employee
Medicare	All employees, including Substitutes, Retirees and Temporary Employees (pay into Social Security, not TRS)	.0145 of gross wages .0145 of gross wages	District Employee
Workers' Compensation	All employees, including Substitutes and Temporary Employees Professional Employees Clerical Drivers All Other Employees	.005161 of gross wages .002606 of gross wages .045148 of gross wages .044597 of gross wages	District District District District
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	.00165 of gross wages	District

Benefit	Eligible Employee	Amount	Paid By
<p>Health Plan (TRS ActiveCare)</p> <p>Group Life</p> <p>Dental</p> <p>Deer Oaks (EAP)</p>	<p>All employees eligible for TRS (working no less than 15 hours per week), excluding TRS retirees</p> <p>Substitute employees shall be offered insurance at the beginning of each school year.*</p> <p>All employees working 20 hours or more per week (excludes substitute, temporary)</p> <p>All employees working 20 hours or more per week (excludes substitute, temporary)</p> <p>All employees working 20 hours or more per week (excludes substitute, temporary)</p>	<p>Up to \$497 per month Remaining amount, if any, will be deposited in a FSA</p> <p>No district contribution will be provided.</p> <p>\$1.92 per month for \$40,000 coverage</p> <p>\$37.72 per month</p> <p>\$2.61 per month</p>	<p>District</p> <p>Substitute Employee</p> <p>District (E/O only)</p> <p>District (E/O only)</p> <p>District</p>
Teacher Retirement	All employees (except TRS retirees), who work no less than 15 hours per week	.085 of gross wages .085 of gross wages	State Employee
Teacher Retirement Insurance	All employees (except TRS retirees), who work no less than 15 hours per week	.077 of gross wages (Employee portion)	District
State Personal Leave	All employees	Up to 5 days based on days employed (days accumulate with a maximum 5 days per year)	District
Local Sick Leave	All Employees	Up to 7 days based on working days and number of months employed (days accumulate with a maximum 7 days per year in accordance with Administrative Regs)	District
State Sick Leave	All employees who earned state sick leave prior to September 1, 1995, and have carried a balance of days forward	The number of days carried forward	District
Family and Medical Leave (FMLA)	Employees working 12 consecutive months and at least 1,250 hours over the past twelve (12) months and qualifying event	12 work weeks per year of job protection (unpaid leave) without loss of any employment benefit accrued prior to the beginning of leave	N/A
Cancer Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Disability Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Vision Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee

Benefit	Eligible Employee	Amount	Paid By
Permanent Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Group Term Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Flexible Spending Accounts	Employees working 20 hours or more per week	Determined by employee	Employee
403(b)/403(b)(7) Tax Deferred Annuity	All employees, including Substitutes	Determined by employee	Employee

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

*Substitute employees shall be offered TRS ActiveCare insurance but must meet the minimum work hours per week/month as set by the TRS to be eligible for enrollment.

The district offers employees paid and unpaid leave of absence in times of personal need. Leave shall be recorded in half workday or whole workday increments, except in accordance with provisions for intermittent leave in the Family Medical Leave Act. For exempt full-time employees, an absence from the job three or more hours will be considered a ½ day absence for accounting purposes. An absence of five or more hours will be a full day absence. All exempt employees absent for a period that is equal to or exceeds half of their normal workday hours are required to submit their absence through Frontline. All non-exempt employees are required to report all absences through Frontline. For accounting purposes, all hours not worked of a regular schedule shall be considered an absence.

Each employee shall earn state personal leave, in equivalent workdays up to the statutory maximum of five workdays annually. All employees in positions normally requiring 10, 11, or 12 months of service per year shall earn an additional 5, 6, or 7 equivalent workdays of local sick leave per school year, respectively, in accordance with administrative regulations. Leave is available for the employee's use at the beginning of the school year. Leave shall not be approved for more workdays than have been accumulated in prior years and those earned during the current year. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

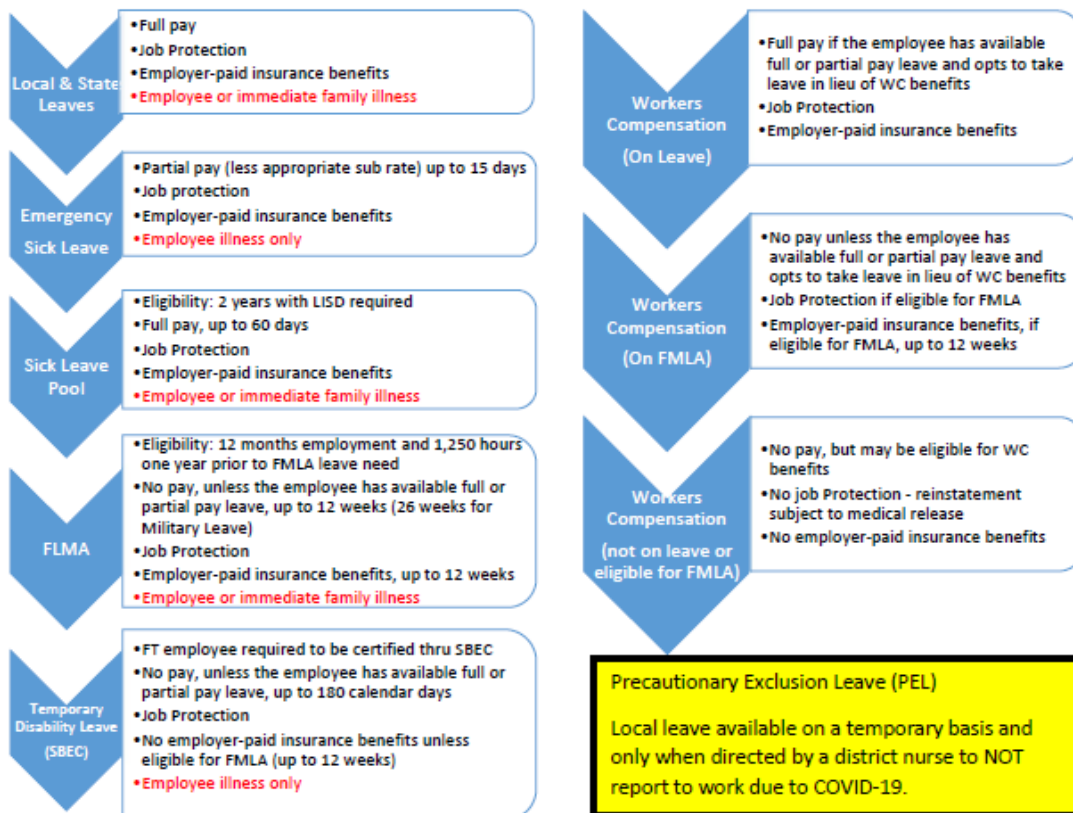
	Local (Sick)	State	Non-Duty	Vacation
10 Month Employee	5 days	5 days		
11 Month Employee	6 days	5 days		
12 Month Employee				
226 Days	7 days	5 days	7 days	
250 Day	7 days	5 days		10 days

Leave Management

All eligible employees shall receive leaves in accordance with Board Policies DEC Legal and Local. A one-page [Leave Administration Flowchart](#) of available leaves is illustrated below only as a guide – the use of leaves shall be in accordance with Board Policy.

LACKLAND ISD LEAVE ADMINISTRATION FLOWCHART

According to Board Policy DEC Local, all leaves shall be used on a concurrent basis. The flowchart below illustrates the leave details, including potential pay, job protection and employer-paid insurance benefits.



Note. If an employee does not have available leave (including emergency sick leave and sick leave pool), and is not eligible for FMLA, the employee has no job protection and is not eligible for the employer-paid insurance benefits. The employer-paid insurance benefits will stop at the end of the month during which the last paid leave day occurs.

Note. Telework, while tracked as a leave, is not a leave. Telework is only available to employees in a Telework authorized position after executing the Telework Agreement and ONLY for: 1) COVID-19 related stay-at-home, isolation or quarantine directives from the district, and 2) full-day, virtual professional development approved by the immediate supervisor.

State Personal Leave, according to state law, shall accumulate from year to year if not used without limit and may be transferred among districts. Local sick leave, according to Board Policy, shall accumulate from year to year if not used without limit but is not eligible for transfer among districts.

Family and Medical Leave and Temporary Disability Leave are unpaid leave, unless the employee has accrued paid leave to use during these absences. All accrued leave shall be applied on a concurrent basis with Family and Medical leave and Temporary Disability Leave. Any leave beyond the employee's accrued leave will be unpaid leave.

Other leaves available and the request forms are hyperlinked below:

[Request for Family and Medical Leave](#) (no pay, unless employee has accrued leave)

[Request for Extended Sick Leave](#) (partial pay)

[Request for Sick Leave Pool](#) (full pay)

[Request for Temporary Disability Leave](#) (no pay, unless employee has accrued leave)

All district employees shall submit their absences through the Absence Management System (Frontline) system. Employees may submit their absences through via phone or web access using their secure password. The respective campus or department immediate supervisor shall approve all absences in the Frontline system. In addition, a weekly summary of absences for each campus and department shall be printed, signed and submitted to the payroll department in accordance with the payroll period deadlines.

All leave is submitted and tracked on a full-day or half-day basis. Compensatory time earned, while not a type of leave, is managed through the Frontline system. Comp time used may be submitted through Frontline using the "custom" option and recorded in 15 minute increments.

In addition to the use of the Frontline system, all absences for non-exempt employees shall also be entered in the timekeeping system. The payroll department shall export the absences from both systems and import the data into the Ascender payroll system. [Note. Importing the data from both systems does not create a duplicate absence record in the Ascender system, but it does provide a means to validate that all non-exempt work and leave hours reconcile both both system.]

Professional staff are not subject to use of the timekeeping; therefore, it is essential that every professional staff member accurately report their absences from work through the Frontline 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 an including termination of employment. The district has implemented a 2-hour flexibility rule before an exempt employee must take ½ a day of accrued leave subject to limitations based on supervisor approval, work load, assigned duties and availability of substitute personnel, when applicable.

The payroll department shall use the Frontline absence data for educators (teachers) to validate against the working hours reported by their respective substitute teachers through the timekeeping system.

Appendix

- **Work Calendars – [Monthly-Paid Staff \(Pay 6\)](#)**
- **Work Calendars – [Semi-Monthly Paid Staff \(Pay 5\)](#)**
- **Cell Phone Use Agreement**
- **Comp Time Affidavit Form**
- **Time Clock Missed Punch Request Form**
- **Wage Deduction Authorization Agreement**
- **Uniform and Safety Agreement**

LACKLAND ISD

Employee Cell Phone Allowance Agreement

Your position has been designated by the Superintendent as a critical position requiring the availability and use of a cell phone to conduct daily District business. To offset the cost of the cell phone service, the District shall pay a monthly cell phone allowance. The District requires the undersigned to agree to the following as a condition of receiving the monthly allowance designated below:

1. The employee agrees to purchase a cell phone and service from a provider of his/her choice with adequate capabilities to conduct business within the boundaries of the District during normal business hours. The cell phone service shall be maintained on a continual basis as long as the employee is authorized to receive the cell phone allowance.
2. The employee agrees to make his/her immediate supervisor and the Business Office aware of the phone number assigned to the cell phone purchased by the employee. If this number should change for any reason, the employee agrees to notify both, his/her immediate supervisor and the Business Office that a number change has occurred and shall provide the new number. Notification shall be made within 24 hours of the change.
3. The employee understands that the monthly cell phone allowance is issued to the employee as assistance in obtaining the cell phone and service to conduct District required business phone calls. The District makes no guarantee or commitment that the allowance will cover the employee's chosen equipment and/or service fees. If the employee chooses equipment or a service plan that exceeds the allowance, it is the responsibility of the employee to pay the difference, if any.
4. The employee understands that the District is under no obligation or commitment to make any payments directly to the employee's chosen cell phone service provider.
5. The District reserves the right to audit cell phone availability (random calls during normal working hours). Repeated non-availability of the employee may be grounds for termination of the employee's cell phone allowance.
6. The employee understands that it is the District's sole discretion as to the requirement for District cell services for each employee. The cell phone allowance may be immediately terminated at any time without cause, if the District so chooses.
7. The employee understands that he/she may use the cell phone for personal calls without the burden of reporting and reimbursing the cost of personal phone calls to the District. In accordance with the IRS, the cell phone allowance will not be treated as a taxable fringe benefit. IRS Notice 2011-72 (issued September 2011) generally states that the value of the allowance is excluded from an employee's wages as a *working condition fringe benefit* if it is for non-compensatory purposes.
8. The employee agrees to keep copies of his/her personal cell phone bills (for a period of 12 months) in case there is a need for the District to review them for job-related reasons or to comply with a request under the Public Information Act. If requested, the employee will make cell phone bills for the designated cell phone available for review by a District representative.
9. The cell phone allowance shall be paid at the rate of \$75 per month.

Signature of Employee: _____

Date: _____

**LACKLAND INDEPENDENT SCHOOL DISTRICT
COMPENSATORY TIME AFFIDAVIT**

Accumulation:

- ❑ Accumulation of time earned will apply to time worked in excess of eight (8) hours per day, but only if in excess of the number of hours scheduled for the workweek. For example: In a 40-hour workweek, compensatory time will be earned if 40+ hours are worked, but in a 32-hour workweek (4-day week), compensatory time will be earned if 32+ hours are worked.
- ❑ Compensatory time earned for receiving and making calls to schedule substitutes [while off duty] will be based on the actual time spent on the phone. All time earned shall be rounded up to the nearest 15-minute interval and posted on the **Frontline** timekeeping system within the appropriate workweek.
- ❑ Compensatory time worked in excess of the workweek, but less than 40 hours will be accumulated at regular time.
- ❑ Lunch breaks are not work hours; therefore, if an uninterrupted lunch break is not taken the lunch break becomes work hours. It is an employee's responsibility to inform his/her supervisor if any lunch breaks are missed and additional work hours have been earned.
- ❑ Compensatory time worked in excess of the workweek will be accumulated at 1 ½ times.
- ❑ No accumulation will be allowed for time worked in increments of less than 15 minutes.
- ❑ Formal submission of compensatory time shall be via the **Frontline** system. All hours worked must be "swiped" and/or "entered" into the **Frontline** system within the appropriate workweek.
- ❑ Compensatory time worked must be pre-approved by the administrative supervisor. Employees may be subject to disciplinary action for violation of this requirement.

Accumulation vs. Compensation:

- ❑ Nonexempt employees will not be required to work by an administrative supervisor in excess of the normal workday, without accumulation of compensatory time or without compensation at the appropriate rate of pay.
- ❑ If the total number of working hours in the current workweek exceeds 40 hours, nonexempt employees will be compensated, with *compensatory time* or *paid compensation*, at 1 ½ times.
- ❑ An agreement must exist prior to the time the work is performed whether compensatory time or paid compensation will be provided, subject to the approval of the administrative supervisor and the availability of funds. **Lackland ISD will by default compensate nonexempt employees in compensatory time unless notified otherwise by the administrative supervisor.**
- ❑ Accumulated compensatory time should be used during the week it is earned but must be used during the school year in which it is earned.
- ❑ Accumulated compensatory time shall not exceed 60 hours at any given time.

Use of Accrued Compensatory Time Balance:

- ❑ Compensatory time balances will be reflected on all nonexempt employees' pay stubs, and will be provided to the immediate supervisor on a leave status report available from the payroll department.
- ❑ All compensatory time balances should be exhausted as quickly as possible, subject to the approval of the administrative supervisor on an approved Frontline absence transmittal.
- ❑ Nonexempt employees absent from duty shall apply compensatory time, if any, prior to applying any other types of leave such as sick, personal, scheduled days off, etc.
- ❑ The compensatory time earned will not ever lapse or be lost at any time.

- When a nonexempt employee terminates his/her employment with the Lackland ISD, he/she will be compensated (paid) for the remaining compensatory time at the current rate of pay or the average of the last three (3) years, whichever is higher.

Signature

Date

Printed Name

Campus/Department



Dr. Burnie Roper, Superintendent
Office: 210-357-5002

Dr. Tonya Hyde, Assistant Superintendent for C&I
Office: 210-357-5003

Mrs. Demetria Jimenez, Chief Financial Officer
Office: 210-357-5005

Mr. Alfredo Concha, Director of Operations
Office: 210-357-5019

Dr. R. Kyle Jones, Director of Technology
Office: 210-357-5004

Mrs. Dayna Guyton, Director of Special Programs
Office: 210-357-5180

TIME CLOCK MISSED PUNCH REQUEST FORM

Employee Name: _____ Employee ID: _____

Date of Missed punch: _____

Type of Missed Punch:

Check one or list below:

Initial Clock in for Shift

Clock out for the End of Shift

Other – Please list below

Time of Missed Punch

Other: _____

Reason for Missed punch: Clock not working I forgot to punch Other (Explain Below)

Other: _____

Approval from the employee's supervisor shall be obtained prior to any editing of time.

I attest that the changes requested are complete and accurate. I understand that missed punches can lead to disciplinary action, up to and potentially including termination, depending on the severity or repeat nature of the offense.

Employee's Signature

Date Signed

Campus/Department

Supervisor Signature

Date Signed

Time Edit Completed by:

Date Time Edited:

LACKLAND ISD
WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, Lackland Independent School District (the District), may deduct money from my pay from time to time for reasons that fall into the following categories:

1. My share of the premiums for supplemental benefits for which I have voluntarily enrolled such as: group medical, life insurance, dental plan, disability plan, or any other supplemental benefit product;
2. Contributions that I am required to into a retirement or pension plan (Teacher Retirement System);
3. Reimbursements to the District such as (as applicable): non-business use of my employee charge account or credit card; personal long-distance calls; sales and occupancy taxes that were charged to the District in error; or other non-authorized or non-allowable expenditure of District funds;
4. Unpaid meal accounts with Child Nutrition
5. Overpayment of wages for any reason, repayment to the District of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the District and I agree in writing to a series of smaller deductions in specified amounts);
6. The cost of repairing or replacing any District supplies, materials, equipment, money, District-issued uniforms, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the District during my employment, (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);
7. Administrative fees in connection with court-ordered garnishments or legally required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
8. The actual value of district-advanced leaves that I have taken in excess of what has been accrued or earned up to the separation date; and
9. Any other deductions that I have elected in writing and submitted to the payroll department.

I agree that the District may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the District has stated its intention to abide by all applicable federal and Texas wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

Signature of Employee

Date

Employee's Name - Printed

**Lackland Independent School District
Uniform & Safety Equipment Issuance Receipt**

In accordance with the Lackland ISD Employee Handbook, you are directed to comply with the following:

***District-issued Uniforms & Safety Equipment
Policy DH***

Custodial, maintenance, and transportation employees are provided district-issued uniforms – shirt only. Upon receipt of the uniforms, the employee shall be required to wear the uniform at all times while on duty. Personal use of the district-owned uniforms will result in a tax liability to the employee and the district; therefore, employees are prohibited from wearing their district-issued uniforms when not on duty, except for the commute to/from work.

District-issued safety equipment, such as safety shoes, is provided to protect the employee while on duty. This type of safety equipment shall not be worn or used when not on duty.

I, _____, acknowledge that I have received the uniforms and/or safety equipment listed below. I agree to return the items to my immediate supervisor upon termination of my employment. I agree to a payroll deduction equal to the fair market value of the uniforms and/or safety equipment if I fail to return the item(s) within 10 calendar days after termination of my employment.

Uniforms:

<input type="checkbox"/> Shirt(s)	Number issued: _____
<input type="checkbox"/> Jacket	Number issued: _____
<input type="checkbox"/> Coveralls	Number issued: _____

Safety Equipment:

<input type="checkbox"/> Shoes/Boots	Number issued: _____
--------------------------------------	----------------------

Other:

<input type="checkbox"/> _____	Number issued: _____
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Employee Signature

Date

Supervisor Signature

Date

.....
Date returned: _____

Received by: _____

Item(s) returned: _____