



LACKLAND
Independent School District

Compensation Plan

2024-2025



Board Approved: June 18, 2024

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LACKLAND

Independent School District

School Board of Trustees

Mr. Brian Miller, President
Ms. Jere Pace , Secretary
Dr. Tonseda Henson, Member
Mr. John Sheehan, Member

Administrative Staff – Superintendent’s Cabinet

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>email (@lacklandisd.net)</u>
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Business & HR Offices

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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 Compensation Manual is to communicate the District's Annual Compensation Plan for all District employees.

The Annual Compensation Plan includes wage and salary structures, stipends, benefits, and incentives. The plan supports District goals for hiring and retaining highly qualified employees.

The Compensation Plan includes four job classifications: Administrative/Professional (AP), Clerical (CT), Manual Trades (MT), and Technology (IT). Every job classification includes multiple pay grade levels to provide growth opportunities for employees in all job classifications. Within each paygrade we have determined a minimum, midpoint, and maximum rate of pay to compensate employees based on their creditable years of experience and job-related skills.

The growth opportunities for a custodian are illustrated below. All professional and support positions have similar growth opportunities within the pay schedules.

Custodian	Starting hourly rate at \$14.25 per hour.
Lead Custodian	Starting hourly rate at \$16.62 per hour.
Custodial Supervisor	Starting hourly rate at \$19.98 per hour.

In summary, the pay schedules are designed to compensate employees for their job duties, experience, and expertise. Our pay schedules are competitive with the relevant market to ensure that we attract and retain highly qualified staff in all professional and support positions.

The Board of Trustees shall approve the Compensation Plan as part of the annual budget development process. In addition, the Board shall determine the total compensation package for the Superintendent in conjunction with the approval of the Superintendent's employment contract.

The Superintendent, or designee, shall implement the Compensation Plan and establish procedures for plan administration consistent with the adopted budget.

The Compensation Plan shall be administered in compliance with:

- School Board Policy DEA Legal – Compensation Plan
- School Board Policy DEA Local – Compensation Plan
- School Board Policy DEAA Legal – Incentives and Stipends
- School Board Policy DEAA Local – Incentives and Stipends
- Lackland ISD Compensation Handbook

Compensation Increase Overview

Increases for Teachers, Librarians, Registered Nurses, Instructional Coaches, and Facilitators

- Employees employed with Lackland ISD prior to the 2024-2025 school year will receive a compensation increase of 3% based on the mid-point for the AP/PG2 job classification.

Clerical, Manual Trades, Technology, and Administrative Job Classifications

- Employees who were employed with Lackland ISD prior to **May 14, 2024**, or ninety days prior to the first day of classes for the 2024-2025 school year will receive a 3% increase based on the mid-point for each pay grade.

District Paid Insurance Contributions

- Employer group health insurance contribution increased from \$497 per month to \$554 per month.
 - Primary Plan and HD Plan Employee Only coverage will receive \$100 per month towards their Flexible Spending Account
 - Primary + Plan Employee Only coverage will receive \$55 per month towards their Flexible Spending Account
- Ameritas Dental Insurance Employee Only \$37.72 per month
- Group Term Life Insurance (\$40,000) Employee Only \$1.92 per month
- Deer Oaks Employee Assistance Provider (EAP) up to 6 free visits per year \$2.61 per month.

Salary Structures

Teacher Hiring Scale

The Teacher Hiring Scale is used for the initial placement of teachers, nurses, librarians, and instructional coaches/facilitators. The placement is based on the number of years of creditable service as specified in the TEA Commissioner's Rules on Creditable Years of Service (TAC 153.1021) and Minimum Salary Schedule for Certain Professional Staff (TAC 153.1022).

The total years of creditable service must be verified by receipt of a Teacher Service Record (Form FIN-115) or other acceptable documentation.

The Teacher Hiring Scale includes additional annual compensation for a Master's and Doctorate degree. An employee placed on the Teacher Hiring Scale shall be entitled to additional compensation for their highest advanced degree earned after submitting an original, certified transcript. The additional compensation is: \$2,000 for a Master's Degree and \$3,000 for a Doctorate.

Mid-Point Salary Schedule

The Mid-Point Salary Schedule shall be used for the initial placement of all employees other than teachers, nurses, librarians, and instructional coaches/facilitators. The schedule shall be used to determine annual salary increases by applying the percentage increase, if any, to the midpoint salary.

The Mid-Point Salary Schedule includes four Job Classifications: Administrative/Professional, Clerical/Technical, Manual Trades, and IT Technology.

All employees categorized as "exempt" under the Fair Labor Standards Act (FLSA) shall be placed on the Administrative/Professional Job Classification and shall be paid from a Professional Salaries account (object code 6119). All employees placed on this pay scale shall meet the FLSA tests including salary level, salary basis and job duties test, as appropriate.

All employees placed on the Clerical/Technical and Manual Trades Job Classifications shall be categorized as non-exempt under the FLSA. Non-exempt employees shall be subject to the FLSA regulations including: Minimum Wage, Overtime, Recordkeeping, and Child Labor Laws.

Substitute Employee Pay Schedule

The Substitute Employee Pay Schedule shall be used to compensate employees categorized as “substitute.” Substitutes, who are TRS retirees, shall be defined as determined by the Teacher Retirement System of Texas (TRS).

Substitute employees include: Substitute teachers, aides, custodians, food service, etc.

Stipends & Extra Duty Pay Schedule

The Stipend & Extra Duty Pay Schedule is used to compensate professional staff for extra assignments and/or extra duty beyond the normal workday or duty calendar.

Stipends are defined as a flat amount that is paid to a professional employee for performing a specific assignment such as sponsoring an event, coaching a sport, or leading a group such as a Team Leader or Department Head. If an employee does not complete the full year stipend assignment, the stipend shall be pro-rated to compensate for the portion of the assignment verified by the immediate supervisor as complete.

Stipends will generally not be paid to non-exempt staff. In the event that an exception is made due to extenuating circumstances, the District shall ensure that the non-exempt employee’s stipend pay complies with the Fair Labor Standards Act (FLSA). Extra duty pay may be paid to a non-exempt employee in accordance with this pay scale. The extra duty pay shall be combined with the base pay earnings to determine overtime pay, if any, using the weighted overtime calculations.

Extra duty pay is defined as a rate of pay, either hourly or daily, for performing duties beyond the normal work schedule such as tutoring, attending professional development, etc.

Benefits

The employee benefits are described in detail on the Summary of Employee Benefits (Exhibit Section). Part-time and full-time employees who meet the TRS eligibility criteria shall be eligible for District paid group health, dental and term life insurance. TRS retirees shall be eligible for the District paid dental (employee only) and term life insurance benefits.

Other benefits are available to employees on a voluntary basis at their cost.

Incentive Programs

The District has seven (7) incentive programs as noted below. Details of each program is included in the Exhibit Section.

Above and Beyond Recognition Award
Attendance Incentive Program (Suspended beginning the 2023-2024 SY)
Educational Incentive Pay
Graduate Tuition Reimbursement Program
Keeping It 100
Leave BuyBack at Separation and Retirement
Longevity Incentive Plan

**Teacher Salary Schedule
2024-2025**

Step	Bachelor's Degree 2024-2025	Master's Degree 2024-2025	Doctorate Degree 2024-2025
0	\$60,000	\$62,000	\$63,000
1	\$60,200	\$62,200	\$63,200
2	\$60,400	\$62,400	\$63,400
3	\$60,613	\$62,613	\$63,613
4	\$61,150	\$63,150	\$64,150
5	\$61,550	\$63,550	\$64,550
6	\$62,036	\$64,036	\$65,036
7	\$62,524	\$64,524	\$65,524
8	\$63,012	\$65,012	\$66,012
9	\$63,500	\$65,500	\$66,500
10	\$64,100	\$66,100	\$67,100
11	\$64,586	\$66,586	\$67,586
12	\$65,074	\$67,074	\$68,074
13	\$65,562	\$67,562	\$68,562
14	\$66,050	\$68,050	\$69,050
15	\$66,650	\$68,650	\$69,650
16	\$67,111	\$69,111	\$70,111
17	\$67,574	\$69,574	\$70,574
18	\$68,037	\$70,037	\$71,037
19	\$68,500	\$70,500	\$71,500
20	\$69,200	\$71,200	\$72,200
21	\$69,662	\$71,662	\$72,662
22	\$70,125	\$72,125	\$73,125
23	\$70,588	\$72,588	\$73,588
24	\$71,050	\$73,050	\$74,050
25	\$71,750	\$73,750	\$74,750
26	\$72,212	\$74,212	\$75,212
27	\$72,674	\$74,674	\$75,674
28	\$73,137	\$75,137	\$76,137
29	\$73,600	\$75,600	\$76,600
30+	\$74,300	\$76,300	\$77,300

NOTE: This pay scale is used for initial placement of teachers, nurses, librarians and instructional coaches/facilitators.

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LACKLAND ISD
MID-POINT SALARY SCHEDULES
2024-2025

AP - ADMINISTRATIVE / PROFESSIONAL JOB CLASSIFICATIONS (DAILY RATES)

PAY GRADE	AP/PG1	AP/PG2	AP/PG3	AP/PG4	AP/PG5	AP/PG6	AP/PG7	AP/PG8
MINIMUM	\$ 274.47	\$ 320.86	\$ 345.00	\$ 363.18	\$ 383.18	\$ 420.00	\$ 456.50	\$ 540.00
MID-POINT	\$ 329.36	\$ 385.03	\$ 414.00	\$ 435.82	\$ 459.82	\$ 504.00	\$ 547.80	\$ 648.00
MAXIMUM	\$ 395.24	\$ 462.04	\$ 496.80	\$ 522.98	\$ 551.78	\$ 589.95	\$ 657.36	\$ 777.60
	Support Services Coordinator	Teacher	Counselor	Elementary Assistant Principal	Secondary Assistant Principal	Director of Technology	Secondary Principal	Asst Supt for C&I
	Finance Coordinator	Librarians	LSSP/Speech Pathologist			Director of Operations		Chief Financial
	Admin Asst. to Supt/Board & HR Coordinator	Nurses	DODEA Program Director			Federal Programs Director		
	Payroll Coordinator	Instructional Coaches & Facilitators	Behavior Analyst			Elementary Principal		
			Specialist/Educational Diagnostician					

CT - CLERICAL JOB CLASSIFICATIONS (HOURLY RATES)

PAY GRADE	CT/PG1	CT/PG2	CT/PG3	CT/PG4	CT/PG5	CT/PG6	CT/PG7
MINIMUM	\$ 13.00	\$ 14.50	\$ 15.50	\$ 17.83	\$ 20.50	\$ 21.93	\$ 24.13
MID-POINT	\$ 15.60	\$ 17.40	\$ 18.60	\$ 21.39	\$ 24.60	\$ 26.32	\$ 28.95
MAXIMUM	\$ 18.72	\$ 20.88	\$ 22.32	\$ 25.67	\$ 29.52	\$ 31.58	\$ 34.74
	Temporary Aide	Library Aide	Educational Aide	Campus Office Secretary	Campus Registrar	Principal's Secretary	Finance/Payroll Specialist
			Clinic Aide	Admin Support Secretary	Sp Ed Appraisal Secretary		
				ISS/SES Aide (Elementary)			

MT - MANUAL TRADES JOB CLASSIFICATIONS (HOURLY RATES)

PAY GRADE	MT/PG1	MT/PG2	MT/PG3	MT/PG4	MT/PG5	MT/PG6	MT/PG7
MINIMUM	\$ 13.00	\$ 14.25	\$ 15.39	\$ 16.62	\$ 17.95	\$ 18.85	\$ 19.98
MID-POINT	\$ 15.60	\$ 17.10	\$ 18.47	\$ 19.95	\$ 20.64	\$ 22.62	\$ 23.98
MAXIMUM	\$ 18.72	\$ 20.52	\$ 22.16	\$ 23.93	\$ 24.77	\$ 26.92	\$ 28.77
	Lunch Monitors	Custodian	Groundskeeper	Food Service Lead Cook	Specialized Maintenance	Bus Driver	Custodial Supervisor
	Temporary Employee	Food Service Worker		Lead Custodian	Food Svs Manager	Journeyman's License	Maintenance Supervisor
		Certified Bus Aides		General Maintenance		Driver/Vehicle Maintenance	Transportation Supervisor
							Food Svs Supervisor

IT - TECHNOLOGY JOB CLASSIFICATION (HOURLY/DAILY RATES)

PAY GRADE	IT/PG1 (Hourly)	IT/PG2 (Hourly)	IT/PG3 (Daily)
MINIMUM	\$ 24.13	\$ 26.13	\$ 274.47
MID-POINT	\$ 28.95	\$ 31.35	\$ 329.36
MAXIMUM	\$ 34.74	\$ 37.62	\$ 395.24
	Technology Specialist I	Technology Specialist II	IT Coordinator

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**Lackland ISD
Substitute Pay Schedule
2024-2025**

Substitute Teacher Pay Rates		
Texas Certified and Degreed	\$	150.00
Degreed (Not Texas Certified)	\$	120.00
Non-Degreed	\$	110.00

Substitute Teacher Pay Rates Extended 11+ Consecutive Days in the Same Assignment		
Texas Certified and Degreed	\$	160.00
Degreed (Not Texas Certified)	\$	130.00
Non-Degreed	\$	120.00

Substitute Non-Exempt Pay Rates	
Includes: Clerical, Aides, Food Service, Custodial, Food Service & Transportation	
Hourly Rate of Pay	\$13.00
<p style="text-align: center;">All non-exempt substitutes shall be paid in compliance with the FLSA, including overtime for all hours worked in workweek in excess of 40 hours.</p>	

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Stacey Jr/Sr High School Stipends
2024-2025

Activity Code	Description	Amount	Activity Code	Description	Amount
17	Art Club	\$500	17	Glee Club	\$500
79	Assessment/Instructional Facilitator	\$1,500	79	Mentor, Teacher	\$900
79	AVID Site Coordinator	\$1,200	79	Mental Health Coordinator	\$750
5	Band Director	\$2,000	17	National Honor Society	\$500
79	Campus Testing Coordinator	\$1,500	17	National Jr Honor Society	\$500
79	Campus Web Page Support (1)	\$1,000	79	Nursing Health Science Supervisor (Grant Funded)	\$1,250
17	Chess Club	\$1,500	17	One Act Play Director/Drama Club	\$2,500
17	Choir Director	\$2,000	17	One Act Play District Director (per Event)	\$500
17	Class Sponsor, Freshman	\$700	17	Robotics, HS	\$2,500
17	Class Sponsor, Junior	\$850	17	Robotics, JH	\$1,500
17	Class Sponsor, Senior	\$850	79	Spanish Club	\$500
17	Class Sponsor, Senior (Non-Rotating)	\$500	17	Special Programs Coord (1-ESL, 1-Dyslexia)	\$1,500
17	Class Sponsor, Sophomore	\$700	79	Spirit Club	\$1,250
17	Computer Club	\$500	17	Start-Up Club	\$500
17	Cyber Patriot Club	\$1,000	17	Student Council	\$3,000
17	Dance Club (1)	\$1,250	17	Student Council, Assistant	\$1,000
17	Debate Club	\$500	17	Student Council, JH	\$500
79	Department Head (7)	\$1,200	17	Student-2-Student Sponsor	\$1,000
79	Diversified Career Preparation	\$2,500	79	Summer Open Gym (Up to, based on days)	\$1,500
79	DODEA SES/CCR Steering Committee Facilitator	\$1,200	16	UIL Coordinator	\$1,000
17	Dungeon & Dragons (2)	\$750	79	UIL Play Technical Director	\$1,500
17	eSports Sponsor	\$1,000	17	Videography (SWAT)	\$1,000
17	FCCLA Club	\$750	17	Yearbook Sponsor	\$3,000
79	Garden Club	\$750			

Athletic Stipends - Stacey Jr - Sr High School

02	Athletic Director	\$6,000	02	Track, HS Co-Ed	\$3,500
02	Baseball, Varsity	\$5,000	02	Track, HS, Assistant (3)	\$2,700
02	Baseball, Assistant	\$3,000	02	Volleyball, Varsity	\$5,500
02	Basketball, Varsity-Boys	\$5,500	02	Volleyball, JV	\$4,000
02	Basketball, Varsity-Girls	\$5,500	02	Volleyball, Assistant	\$3,500
02	Basketball, JV-Boys	\$3,500			
02	Basketball, JV-Girls	\$3,500		Junior High	
02	Basketball, Assistant	\$3,500	02	Boys Basketball	\$2,500
02	Cross Country-Co-Ed	\$5,500	02	Girls Basketball	\$2,500
02	Golf-Co-Ed	\$2,500	02	Co-Ed Track	\$2,500
02	Tennis-Co-Ed	\$3,000	02	Volleyball (2)	\$2,500

Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate) - Stacey Jr-Sr High School

Activity Code	Description	Amount	Activity Code	Description	Amount
79	Detention/Saturday School	\$20/hr	79	Test Coordinator, Summer	\$150/day
79	Homebound Teacher	\$45/hr	79	Test Proctor	\$20/hr
79	PD, Attendee, on-site (off-contract)	\$175/Day	14	Tutoring, Teacher	\$30/hr
79	PD, Presenter & Prep, on-site (off contract)*	\$275/day	17	School Sponsored Event Chaperone	\$100/Day
79	Prof Staff, Curriculum Writing, on-site	175/day	16	UIL Contest Coaching (1 event)	\$400
79	PD, Prep & Present, Para	\$20/hr	16	UIL Contest Coaching (2 or more events)	\$700
79	EDP and PD (Attendee), Paraprofessionals	\$15/hr	79	Athletic Gate Worker (Non-exempt)	\$10/hour
79	PD, Presenter & Prep (Prof), on-contract*	\$125/day	79	Athletic Gate Worker (Exempt)	\$20/game
79	Summer School Principal	\$50/hr	79	Athletic - Administrator Home Games Only	Hrly Rate/game
79	Summer School Teacher	\$40/hr			

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Lackland Elementary Stipends
2024-2025

Activity Code	Description	Amount	Activity Code	Description	Amount
17	Art Club (2)	\$1,250.00	17	Multi-Cultural Club (3rd-5th)	\$500.00
79	AVID Site Coordinator	\$1,200.00	17	Music Club	\$1,000.00
79	Campus Testing Coordinator	\$1,500.00	17	Running Club	\$500.00
79	Campus Web Page Support (1)	\$1,000.00	79	Robotics (2)	\$1,250.00
17	Chess Club	\$1,500.00	79	SFA Breakfast Club (2)	\$2,000.00
17	Dance Club (2)	\$1,250.00	79	SFA Lead Tutor (2)	\$500.00
79	DODEA SES/CCR Steering Committee Facilitator	\$1,200.00	17	Special Programs Coordinator (1-ESL)	\$1,500.00
79	ELA/Reading & Math/Science Coaches	\$1,500.00	79	Start-Up Club	\$500.00
17	Elementary S2S/HOSTS Club	\$1,000.00	79	STEM Club 2nd & 3rd Grade (Grant Funded)	\$1,250.00
79	FAR Club	\$1,000.00	79	STEM Club 2nd & 3rd Grade (Grant Funded)	\$1,250.00
79	Garden Club	\$750.00	17	Student Council (2)	\$1,000.00
79	Hearts Apart - Military Deploy Group Leader	\$500.00	79	Student Mentoring Program	\$750.00
79	Instructional Coach	\$1,500.00	17	SWAT, Lead	\$2,000.00
17	Lego Club (2)	\$1,000.00	17	SWAT, Remote	\$1,000.00
79	Mental Health Coordinator	\$750.00	79	Team Leaders (10)	\$1,200.00
79	Mentor, Teacher	\$900.00	16	UIL Coordinator	\$750.00
17	Mindful Movement Yoga (2nd & 3rd)	\$1,250.00	17	Yearbook	\$3,000.00
17	Mindful Movement Yoga (4th & 5th)	\$1,250.00	17	Young Scientists Club	\$1,000.00

Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate) - Elementary

Activity Code	Description	Amount	Activity Code	Description	Amount
79	Detention/Saturday School	\$20/hr	79	Summer School Teacher	\$40/hr
79	Homebound Teacher	\$45/hr	79	Summer School Principal	\$50/hr
79	PD, Attendee, on-site (off-contract)	\$175/Day	79	Test Coordinator, Summer	\$150/day
79	PD, Presenter & Prep, on-site (off contract)*	\$275/day	79	Test Proctor	\$20/hr
79	Prof Staff, Curriculum Writing, on-site	175/day	14	Summer School & Tutoring, Aide	\$15/hr
79	PD, Prep & Present, Para	\$20/hr	14	Tutoring, Teacher	\$30/hr
79	PD, Attendee, Paraprofessionals	\$12/hr	17	School Sponsored Event Chaperone	\$100/Day
79	PD, Presenter & Prep (Prof), on-contract*	\$125/day	16	UIL Contest Coaching (1 event)	\$400
79	Extra duty pay, Paraprofessional Support	\$15/hr	16	UIL Contest Coaching (2 or more events)	\$700
			79	Sound Technician per event	\$100

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District-Wide Stipends
2024-2025

Stipends - Assigned & Extra Duty Pay - Unassigned (Paid via Hourly, Daily or Half-Daily Rate)					
Activity Code	Description	Amount	Activity Code	Description	Amount
79	AVID District Coordinator	\$3,000	80	Masters Degree (Teachers Only)	\$2,000
79	Bookfair/Parental Engagement Coordinator	\$750	80	Doctorate Degree (Teachers Only)	\$3,000
79	Bookfair/Parental Engagement Support	\$500		Para Educational Incentive Pay**	
79	Coordinator, Special Education	\$3,000	80	15 college hours	\$150
79	District Web Page Support	\$1,000	80	30 college hours	\$250
79	Emergent Bilingual Support (ESL Certified)	\$300	80	60 college hours	\$500
79	Emergent Bilingual Support (SIOP Trained Teacher)	\$150	80	90 college hours	\$750
79	Emergent Bilingual Support (Teacher with ESL Certification & SIOP Training)	\$450		Bachelors Degree	\$1,000
				**Subject to the terms and conditions of the plan.	
79	E-Newsletter	\$3,500			
79	Facilitators, G/T, CTE, Dyslexia, Media Center	\$1,500			
79	Facilitators, Instructional Technologists	\$1,500			
79	Health Services Coordinator	\$1,500			
79	Health Services Coordinator-Pandemic Related	\$1,500			
79	Teacher SEL Group Coordinator	\$1,000			
79	Testing Coordinator, District	\$3,500			
79	Wellness Program Coordinator***	\$750			
79	Wellness Program Instructor	\$25/hr			
*Teacher presenter					
***Wellness Program Coordinator stipend paid by Edwards Risk Claims (stipend will lapse when funds lapse).					
PD of 3+ hours = 1/2 day rate of pay; PD of 6+ hours = All day rate of pay					
New or Changed Stipend or Extra Duty Pay					

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Above and Beyond Award

Purpose:

The purpose of our Above and Beyond Award is to recognize employees for exceptional merit provided over an extended period of time. We all benefit when individual employees take the extra time and effort to do their job in an outstanding manner. This award is to help foster great service that is demonstrated over time.

Eligibility:

- Any Lackland ISD employee (except administrators) can be nominated by other employees, parents, or community members.
- Nominee must have given service “above and beyond” the call of duty.
- Nominee demonstrated service exceptional merit over a period of time, not a one-time effort.
- Nominee must have been in the District at least one year.
- Nominee applications must be approved by the Principal or Supervisor.

Award Selection:

- A committee shall be formed to review the Above and Beyond Nomination forms.
- The committee shall select two professionals (non-administrators), one paraprofessional and one auxiliary staff member per semester.
- The Award recipients shall be invited to be recognized at a regularly scheduled Board Meeting.

Above and Beyond Award Stipend

- Every employee selected shall receive a \$200 stipend on their paycheck following the public presentation of their award.



Attendance Incentive Program

Suspended beginning the 2023-2024 School Year

Eligibility:

- Active employee and working during the entire school year. Late hires and employees who separate before the end of their work calendar shall not be eligible.
- No more than “0”, “1”, or “2” absences in a school year.
- School year will be defined as the first to the last day of an employee’s work calendar, i.e., 187 days for teacher, 245 days for custodian/maintenance, etc.
- An absence is defined as being away from work for 3 or more hours, and/or ½ day on any given day, except for compensatory time.
- Compensatory time absences: absences of 4 hours or less in a day will not count as an absence for the purposes of the incentive program.
- Absence exclusions include:
 - Staff Development
 - Jury Duty or Compliance with a Subpoena
 - Observance of a religious holy day (subject to TEC 21.406)
 - Vacation, Compensatory Time, and Scheduled Days Off (during a non-school day)

Perfect Attendance Stipend:

- After the end of the school year (by August 31st), all employees employed the entire school year with “0” absences during the preceding school year will receive a \$750 stipend on their August paycheck.

“Near” Perfect Attendance Stipend:

- After the end of the school year (by August 31st), all employees employed the entire school year with “1” absences during the preceding school year will receive a \$500 stipend on their August paycheck.
- After the end of the school year (by August 31st), all employees employed the entire school year with “2” absences during the preceding school year will receive a \$250 stipend on their August paycheck.

Part-time employees meeting the same requirement will receive ½ of the stipend amount in their respective category.

All awards and prizes are subject to federal taxes. Taxes will be collected from the employees via their normal pay distributions.

Note: Part-time is defined as working 4 hours or less per day.



Educational Incentive Pay for Paraprofessional Staff

Purpose:

Provide a monetary incentive payment (beginning with the 2004-2005 SY) to paraprofessionals who have earned college or university semester hours in the past or who acquire semester hours in the future.

Educational Incentive Pay
Semester Hours (College or University) on an official transcript.

15 Hours	\$150 per year, prorated over annual salary
30 Hours	\$250 per year, prorated over annual salary
60 Hours	\$500 per year, prorated over annual salary
90 Hours	\$750 per year, prorated over annual salary
Bachelor's Degree	\$1,000 per year, prorated over annual salary

Terms and Conditions:

- 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/her designee, prior to the payment of the Educational Incentive Pay.



Graduate Tuition Reimbursement Program

Purpose:

The purpose of this program is to provide an incentive that will encourage classroom teachers to pursue graduate hours/master's degree in a content area in order to teach LISD students at higher levels and allow eligible high school students to earn dual credit in designated courses. The benefit to the District is that as participants take graduate hours in the content areas, they enhance their capacity to teach at higher levels and the District will have a pool of qualified dual credit instructors on staff. The program shall be subject to the Lackland ISD Graduate Tuition Reimbursement Program guidelines approved by the Superintendent.

Eligibility:

- Full-time classroom teachers who are eligible to participate in this program include those who are certified, have an approved application for the credit reimbursement program on file with the District, and have complete one full school year of teaching in the District.
- Coursework in in: Dual Credit in English, Mathematics, Science, History, Economics, Special Education, Reading, and Career and Technology.
- Applicant must be accepted to an accredited public university/college.
- Applicant must provide an acceptance letter to an accredited public university/college.

Selection Process:

- The Superintendent's Cabinet will review and approve applications. The application includes provisions coupling the graduate credit hour reimbursement with a future obligation of teaching service to the District. The application will include the submission of a master's degree plan or for those with a master's degree, a plan for eighteen (18) graduate credit hours. An agreement which holds the applicant to this obligation will be signed as part of the application process.
- Applications may be approved for graduate credit hour reimbursement.
- Priority will be given to applicants in areas of greatest need such as dual credit courses.
- The number of applications approved will be based on need and budget limitations as identified by the District Superintendent.

Reimbursement:

- Applicants will be reimbursed for graduate credit hours upon presentation of proof of successful completion of the graduate course work. The District will reimburse 65% of the tuition cost up to a maximum of \$275 per credit hour, whichever is less. The remainder of the tuition cost will be the responsibility of the individual teacher.



Keeping It 100 Plan

Purpose:

The Keeping it 100 award aims to recognize employees for exceptional contributions to our strategic plan. To achieve the highest standards of excellence, we need full engagement from all learning community members. Over 5 years, the district expects to award 100 -Keeping it 100 awards. Twenty awards will be awarded each year, with each strand having 5 awards to be disseminated annually. Each strand committee will recognize an award recipient in September, November, January, March, and May. This award highlights those who consistently exceed expectations to support our growth strategies and goals connected to:

- 1) Highly Effective Instruction**
- 2) Response to Intervention**
- 3) Family and Community Engagement**
- 4) Positive School Culture**

The Lackland ISD Strategic Plan is linked [here](#).

Eligibility:

- Other employees can nominate any Lackland ISD employee (except administrators).
- Nominees must have demonstrated service and support to one of the four strategic plan goals and related strategies.
- Nominees must have demonstrated service and support over a period of time, not a one-time effort.
- The principal or supervisor must approve nominee applications.
- Nomination windows are open, and committees will review applications at their monthly meeting.

Award Selection:

- Each of the standing strand committees shall review nomination forms.
- The committee may select one award recipient for each award period. The scheduled award is added to the following opportunity if qualified nominees are not received. More than one award recipient may therefore receive the award as long as no more than 20 awards are given each year.
- The award recipients shall be invited to be recognized at a regularly scheduled Board meeting.

Keeping it 100 Stipend:

- Each award recipient shall receive a \$100 stipend on their paycheck following the public presentation of their award.



Leave Buy Back at Separation & Retirement

Purpose:

Provide a monetary incentive payment, subject to School Board Policy (DEC Local) and Administrative Regulations, for local leave at separation and retirement from Lackland ISD. In addition, there is a limited Leave Buy Back of state leave allowed subject to the limitation in Board Policy (DEC Local).

Leave Buy Back at Separation

- Any separation from employment with the District, other than retirement, termination, discharge, or nonrenewal.
- An eligible employee may request reimbursement for local leave accumulated since June 16, 1992.
- The request must be made prior to the last day of employment and shall be for no fewer than five (5) and no more than fifteen (15) unused local leave days.
- Local leave days for which payment is made in this manner shall be deducted from the employee's local leave balance.
- The rate paid per leave day shall depend on the employee's position in the District, in accordance with the rate schedule established by the Board and detailed in Administrative Regulations.

Leave Buy Back at Retirement

- Upon retirement through TRS, an employee may request reimbursement for unused state and local leave earned while employe by the District.
- The request must be made prior to the last day of employment.
- Only local leave earned after June 16, 1992, and only state leave earned between June 16, 1992, and September 1, 2005, shall be subjected to this reimbursement program.
- A maximum of 60 unused local leave days shall be eligible for this reimbursement program.
- Local leave days for which payment is made in this manner shall be deducted from the employee's local leave balance.
- State leave days for which payment is made in this manner shall not be available for use again in the District nor for subsequent repurchase.
- The rate paid per leave day shall depend on the employee's position and the number of years of service in the District, in accordance with the rate schedule established by the Board and detailed in Administrative Regulations.



Leave Buy Back at Separation & Retirement Continued

Note: The Buy Back Leave Reimbursement Rates shall be based on the current substitute rates as noted below, adjusted for the number of years of service at Lackland ISD.

Professional Staff employed in a position requiring SBEC Certification \$150/day
Professional Staff employed in a position not requiring SBEC Certification \$120/day
Non-exempt Staff \$13.00/hour

Years at Lackland ISD	Percentage
0-4 Years	60%
5-9 Years	70%
10-14 Years	80%
15-19 Years	90%
20+ Years	100%



Longevity Incentive Plan

Purpose:

To enhance the compensation package for eligible District employees by implementing a longevity pay plan. Tier 1 provides a longevity pay program for eligible District employees who have completed one (1) or more creditable years of service with Lackland ISD.

Plan Design:

Active District employees, subject to eligibility requirements, shall receive a specified amount based on their continuous creditable years of service* and acceptable current year appraisal/evaluation in an annual lump sum.

Effective Date:

This plan shall be in effect starting with the 2020-2021 school year. Continuation of the longevity pay program for future school years shall be contingent upon available funding and approval by the Board of Trustees.

Payment of Longevity Incentive:

Payment shall be made in one lump sum in August of each school year after verification of eligibility by the immediate, administrative supervisor. **Certification of eligible employees shall be submitted to the Chief Financial Officer no later than June 15th of each school year.**

Eligibility:

- Eligibility to participate in the Longevity Pay Program, and employee must meet all the requirements listed below.
- Employee shall be actively employed by the District at the time of payment. An eligible employee who resigns from the District prior to the payment, shall cease to be eligible to Receive the longevity payment.
- Employee shall be actively employed during their positions entire work calendar to be eligible for the longevity payment.
- The employees' appraisal/evaluation shall not have any rating of Needs Improvement. If an employee was not appraised/evaluated during the school year due to extenuating circumstances, the prior year appraisal shall be used for eligibility subject to approval of the Superintendent.

*Creditable years of service as defined by TAC 153.1021