



Maypearl Independent School District

Compensation & Benefits Handbook

Purpose	2
School Board of Trustees	3
Administrative Staff.....	3
School Calendar	4
Helpful Contacts	5
Compensation Laws.....	6
Fair Labor Standards Act (FLSA)	6
Recordkeeping (Timekeeping System) – For all Nonexempt Employees	11
Compensation Policy	14
Annualized Compensation	14
Bad Weather & Disaster	15
Employment After Retirement	16
Fraud and Falsification of Records	17
Job Classification.....	17
Pay Raises & Adjustments in Salary	18
Paychecks & Paydates.....	19
Monthly Pay Date Schedule	20
Payroll Direct Deposit.....	21
Payroll Deductions	21
Workweek for Overtime Purposes	22
Workload and Work Schedules.....	22
Administrative Policy for Compensatory Time.	23
Salary Schedules	24
Initial Placement on Salary Schedule.....	25
Salary Differentials – College Degree and/or College Hours.....	28
Supplemental Pay/Stipends – Exempt Staff	29
Supplemental Pay/Stipends – Non-Exempt Staff	31
Stipends and Extra Duty Rate Schedule.....	32
Employee Benefits.....	34
Changes in Benefits Mid-Year.	35
Summary of Benefits Table.....	36
Leave Management.....	39
Catastrophic Sick Leave Bank	42

Purpose

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

School Board of Trustees

- Jarod Wright, President
- Steve Cooper, Vice President
- Jeremy Norman, Secretary
- Adam Smith, Member
- Chad Trinkle, Member
- Monte Dirickson, Member
- Jerry Ramirez, Member

Administrative Staff

<u>Name</u>	<u>Position</u>	<u>email (@maypearlisd.org)</u>
Joshua Martin	Superintendent	joshua.martin@
Cristin Votaw***	Assistant Superintendent	cristin.votaw@
Joshua Boone	Business Manager	joshua.boone@
Andrea Shearman**	HR Director	andrea.shearman@
Melissa Wolfe *	Special Education Director	melissa.wolfe@
Corey Anderson	Technology Director	corey.anderson@
Kirk Benton	Director of Operations	kirk.benton@
Michael Mitchell	Child Nutrition Director	michael.mitchell@
Nicolas De La Cerda	Athletic Director	nicolas.delacerda@
Brandi Beckham	Elementary Principal	brandi.beckham@
Jenna Ruebman	Elementary Asst. Principal	jenna.ruebman@
Jenna Ballard	Elementary Counselor	jenna.ballard@
Sarah Tucker	Elementary Nurse	sarah.tucker@
Chase Russell	Middle School Principal	chase.russell@
Tanya Jones	Middle School Asst. Principal	tanya.jones@
Chelsea Hoard	Middle School Counselor	chelsea.hoard@
Heather Mata	Middle School Nurse	heather.mata@
James Hobbs	High School Principal	james.hobbs@
Mary Beth Cox	High School Asst. Principal	marybeth.cox@
Vicki Coonrod	High School Counselor	vicki.coonrod@
Jodi Fowler	High School Nurse	jodi.fowler@

* Section 504 Coordinator

** Title IX Employee Coordinator

*** Title IX Student Coordinator

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.

Business Office	972-435-1000	Food Service	972-435-1041
		Transportation	972-435-1069
Elementary School	972-435-1010	Operations	972-435-1070
Middle School	972-435-1015	Special Education	972-435-1080
High School	972-435-1020	PEIMS Office	972-435-1081

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 \$10.00 for all non-exempt regular employees.

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:

Saturday 12:00 am through Friday 11:59 pm

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 the established rate of pay for all driving and wait time hours.

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

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

Sleeping Time: *An employee who is required to be on duty for less than 24 hours is working even though he/she is permitted to sleep or engage in other personal activities when not busy. An employee required to be on duty for 24 hours or more may agree with the employer to exclude from hours worked bona fide regularly scheduled sleeping periods of not more than 8 hours, provided adequate sleeping facilities are furnished by the employer and the employee can usually enjoy an uninterrupted night's sleep. No reduction is permitted unless at least 5 hours of sleep is taken.*

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

FLSA Fact Sheet #22 – Hours Worked

Overtime

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

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

Employees paid on an Annualized Salary Method include:

- Paraprofessional staff (aides, clerical and technical)
- Custodial
- Maintenance
- Food Service
- Bus Drivers and Bus monitors
- Substitute auxiliary staff

Employees paid on a Direct Hourly Method include:

- Temporary and seasonal staff

Employees paid on an Annualized Salary Method

The total hours worked per workweek will be reviewed to determine if the employee exceeded their normal, annualized work hours. In the event that the employee exceeded their normal, annualized work hours, he/she shall be compensated for the additional hours in compensatory time (default) or paid time, as approved by the immediate supervisor. In the event that the employee did not work their normal, annualized work hours, he/she shall apply paid leave hour 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 collected through the Time & Attendance system and imported to Ascender match. Employees are encouraged to track their work hours to verify the total hours paid on their paycheck match their actual hours worked.

Employees with Dual Job with CDL Bus Driver

In the event that an non-exempt employee whose primary job is campus related (ex: paraprofessional), but also has a CDL for bus driving and drives a bus during their regularly scheduled campus position will receive the higher of the two rates during the drive time event.

For example, a paraprofessional, whose paraprofessional rate is \$15/hr and driver rate is \$18/hr, drives a field trip while clocked in and performing their regular paraprofessional duties. The time driving to and from the event will pay the difference of the rates to make the drive time equal the higher bus driver rate. The time spent at the event will be paid at the regular paraprofessional rate.

The FLSA provides that where State or local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability under the Act. (CFR 553.30)

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

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

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

FLSA Fact Sheet #23 - Overtime

Child Labor

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

- *outside school hours;*
- *no more than 3 hours on a school day, including Fridays;*
- *no more than 8 hours on a 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 am and 7 pm—except between June 1 and Labor day (extended to 9 pm)*

The Human Resources department shall record the age of all minor workers 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 pay compensatory time, unless otherwise approved by the appropriate administrator.** The following applies to all nonexempt employees:

- Employees should not accrue comp time unless explicitly approved by direct supervisor.
- 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).
- Time is made available in the time keeping system in halfday and whole day increments
- All non-exempt employees shall receive and sign a copy of the Maypearl ISD Compensatory Time Administrative Policy

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 Frontline Absence Management (formerly AESOP) and Time & Attendance (formerly Veritime) 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 timekeeping systems.**

Exempt substitute teachers

All substitute teachers shall be assigned through the Absence Management system. All days (and half days) worked shall be imported to the Ascender payroll system by the Payroll Director as extra-duty pay **[Note: All substitute teacher work hours are tracked, not for FLSA purposes as they are exempt, but for Affordable Care Act purposes.]**

The Payroll Director shall extract all work hours from the Absence Management 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 Director. Overtime hours for all other non-exempt employees paid on the direct hours method (Type 3) shall be imported from the Time & Attendance 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 Absence Management and Time & Attendance timekeeping system.

The appropriate immediate supervisor (or their designee) 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.

Automated Timekeeping System

The Time & Attendance system allows an employee to clock in and out by logging into a computerized time clock terminal. The data is polled by a network server computer and can be edited or corrected by an authorized Time & Attendance operator from a personal computer. Timesheet Review reports are generated and provided to supervisors for approval and management purposes.

Time & Attendance Procedures:

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

1. An employee may not report or be on a paid status until they clock in via a Time & Attendance terminal.
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 Time Clock Exception Form can be found on the MISD Staff Portal website.

In addition, all leave and absences for all exempt and non-exempt staff shall be entered in the Absence Management system by the employee to be approved by their immediate supervisor. All absences are extracted from the Absence Management system and imported to the Ascender payroll system by the Payroll Director. Corrections and/or adjustments shall be posted directly in the Ascender system by the Payroll Director.

Rounding Time Chart

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

Minutes rounding rules:

- 0 – 7 minutes = 0
- 8 – 22 minutes = .25
- 23 - 37 minutes = .50
- 38 – 52 minutes = .75
- 53 – 60 minutes = 1.00

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 time cards may include, but is not limited to: Punching in or out for another employee or having another employee punch in or out for them; fraudulent time entry, photo copying of one's own or someone else's badge.

Compensation Policy [A – Z Listing]

Annualized Compensation

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

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

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

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

Bad Weather & Disaster – Pay and Attendance

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

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

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

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

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

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

- 1) Choose a day(s) beyond the normal work calendar to make-up the bad weather day(s)
- 2) Take a day(s) of accrued leave to make-up the bad weather day(s)

Note: If a non-exempt employee does not make an election or does not have any accrued leave, he/she shall not be compensated for the bad weather day(s).

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

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

Disaster Pay

The emergency closing of schools during a disaster for any cause shall be at the discretion of the Superintendent. In accordance with School Board Policy, DEA Local, if the Board chooses to pay employees during an emergency closure for which the workdays are not scheduled to be made up at a later date, then that authorization shall be by resolution or other Board action and shall reflect the purpose served by the expenditure.

Absences due to bad weather 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.state.tx.us). It shall be an employee's responsibility to verify the impact on their retirement annuity, if any.

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

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

Maypearl 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 payment of overtime in compliance with the Fair Labor Standards Act (FLSA). The FLSA classification of each position shall be recorded on the job description for the position.

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

Nonexempt employees shall be compensated on an hourly basis and shall be compensated for all hours worked, annualized over the district's fiscal year. They shall receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

FLSA Fact Sheet #7 FLSA for Local Governments

Pay Raises & Adjustments in Salary

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

A contract employee's pay shall not be increased after performance on the contract has begun unless there is a change in the employee's job assignment or duties that warrants additional compensation. Any such changes in pay during the term of the contract shall require 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 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 employee's years of job-related experience, years of experience with district, and the salary level of similar employees shall be considered in determining the new pay rate.

Adjustment in Pay – Reclassification

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

Adjustment in Pay - Demotion

A demotion occurs when an employee is placed on a *lower* pay grade, except for general structure changes or position reclassification. The new salary rate shall be equal to or greater than the minimum rate for the new range, but in no case shall it exceed the maximum rate for the new range. The employee's years of job-related experience, years of experience with district, and the salary level of similar employees shall be considered in determining the new pay rate.

Paychecks & Pay Dates

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

All staff are paid on a 12-payment plan and are paid on a **monthly basis**, generally around the 27th 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.

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

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

Regular final paycheck is August 27th: The final paycheck will be in August unless the employee requests otherwise via the Retirement Payoff and Benefit Option Form.

Regular final paycheck is July 27th: The final paycheck will be in July unless the employee requests otherwise via the Retirement Payoff and Benefit Option Form.

Regular final paycheck is June 27th: The final paycheck will be in June unless the employee requests otherwise via the Retirement Payoff and Benefit Option Form.

If an employee is retiring through the Teacher Retirement System, the payroll department must ensure that the appropriate TRS forms are completed and submitted on behalf of the employee.

Please contact the Payroll & Benefits Office to receive the *MISD Retirement Checklist & Retirement Payoff and Benefit Option Form*



Maypearl ISD

2026-2027 Pay Dates

Cutoff for Extra Duty/Substitute

September 2026	09/25/2026	09/11/2026
October 2026	10/27/2026	10/09/2026
November 2026	11/20/2026	11/06/2026
December 2026	12/18/2026	12/04/2026
January 2027	01/22/2027	01/08/2027
February 2027	02/26/2027	02/12/2027
March 2027	03/26/2027	03/05/2027
April 2027	04/27/2027	04/09/2027
May 2027	05/27/2027	05/14/2027
June 2027	06/25/2027	06/11/2027
July 2027	07/27/2027	07/09/2027
August 2027	08/27/2027	07/30/2027

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. The direct deposit authorization form can be found in the Frontline Central portal under "My Forms".

Payroll Deductions

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

- Teacher Retirement System of Texas (TRS)
- Medicare
- Federal income tax

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

An employee's pay will be reduced in daily 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.

Due to changes in legislation and costs to obtain a commercial driver's license (CDL), Maypearl ISD will pay upfront costs for the following fees for staff obtaining their CDL for district purposes unless the employee leaves the district within 2 years of obtaining the license.

DOT Physical - \$55.00
ELDT Theory Courses - \$200.00
ELDT Range and Road Training - \$800.00
20 hr State Certification Course - \$140.00
Total District Costs - \$1195.00

Employees must still pay for the CDL application and CDL state testing fees, which are \$25.00 and \$200.00 respectively.

The district paid fees will be repaid via payroll deduction by staff members who leave prior to 2 years of service with the district after obtaining their license.

All employees shall be required to sign a Wage Deduction Authorization Agreement upon employment.

Verification of Pay

The payroll office 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 paydate for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions.*

Workweek for Overtime Purposes

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Saturday until 11:59 p.m. Friday.

Workload and Work Schedules

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 10.5-, 11-, 11.5- 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.

MAYPEARL INDEPENDENT SCHOOL DISTRICT ADMINISTRATIVE POLICY

COMPENSATORY TIME

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 worked in excess of the workweek, but less than 40 hours will be accumulated at regular time.
- Lunch breaks are not work hours and the employee lunch will be auto-deducted; 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 40 hours in the workweek will be accumulated at 1 ½ times.
- Compensatory time worked in excess of 40 hours plus personal paid time off used in the workweek will accumulate at regular time.
- Formal submission of compensatory time shall be via the Time & Attendance system. Assumed time will not be allowable for compensatory time. All hours worked must be logged into the Time & Attendance 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.
- Compensatory time worked outside of the employee's work calendar must have certificate with hours earned and be signed off by administrative supervisor.

Accumulation vs. Compensation:

- No paraprofessional employee will be required to work by an administrative supervisor in excess of the normal workweek, 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, the paraprofessional will be compensated, with *compensatory time*, 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. Maypearl ISD will compensate in compensatory time, unless notified otherwise by the administrative supervisor and approved by the superintendent.
- 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 16 hours at any given time.

Use of Accrued Compensatory Time Balance:

- Compensatory time balances will be reflected on absence reasons in the Absence Management system, and will be provided to the immediate supervisor on a compensatory time 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.
- Paraprofessionals absent from duty shall apply compensatory time, if any, prior to applying any other types of leave such as local, state, scheduled days off, etc.
- The compensatory time earned will not ever lapse or be lost at any time.
- When a paraprofessional terminates his/her employment with Maypearl ISD, he/she will be compensated (paid) for the remaining compensatory time at the current rate of pay.

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.

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 service record, job-related work experience, local experience with the district, official college transcripts, and the placement of employees in similar positions.

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

The Salary Schedule is reviewed annually and adjusted according to the budgeted amounts approved by the board. Generally, all employees will receive written notice of their pay and work schedules 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, as sooner as appropriate, the district shall review the salary schedule structure to ensure that the pay classifications, pay grades, and pay levels meet the district needs. In addition, a market study shall be conducted to ensure that the pay rates are comparable to statewide averages, regional averages (Regions 10, 11, and 12), 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.

Substitute Employee Pay Information

All hourly substitutes for support personnel shall be paid at least the Federal minimum wage hourly rate. A list of approved substitutes shall be maintained by the HR/payroll departments and distributed to supervisors and campus users through the Frontline Absence Management.

Daily Rates

Non-certified substitute: \$90.00/day (\$11.25/hour)

Certified substitute: \$100.00/day (\$12.50/hour)

Long-Term Substitutes: \$110/day (\$13.73/hour) additional information below

CN & Custodial - \$90/Day

Bus Drivers - \$88/Day

Bus Monitors - \$56 /Day

Long-Term Substitutes

Long-term substitution refers to a situation in which a person substitutes for the same classroom teacher in the same classroom assignment for more than ten (10) consecutive days. Long-term substitutes are involved in planning for instruction and evaluation of students. They are expected to attend faculty meetings, in-services and staff development meetings, as well as other responsibilities assigned to permanently employed teachers.

The following provisions apply to those substitutes engaged in a long-term assignment:

- Work ten (10) consecutive days; long-term status begins on the **eleventh (11) day**.
- Pay as a long-term substitute is not retroactive to day one of the assignment.
- Rate: \$110.00/day

Additional provisions include the following

- Time absent is without pay, long-term status and rate of pay are uninterrupted if returning to the same position.
- There is no "long-term" substitution for paraprofessionals or auxiliary positions

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 \$25/per athletic event driven.

Trip sheets shall be submitted by each coach to the Transportation office. A trip log report for all athletic driving time shall be submitted to the payroll department for processing as follows:

1. Payment for first semester trips (August through November) will be made via regular payroll check in December.
2. Payment for second semester trips (December through June) will be made via regular payroll check in June.

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

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

Only experience earned in a Texas public school district will be used to 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 education 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:

Job-specific experience shall be on a year for year (1:1) ratio as determined by the service record. Credit may be given for similar job experience at a one year for every 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. 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. 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/Campus Professional Staff

Teachers and campus professionals who have earned a Master's Degree, as evidenced by an official transcript shall receive an Educational Salary Differential of \$1,000 per school year. Teachers and campus professionals who have earned a Doctorate Degree, as evidenced by an official transcript shall receive an Educational Salary Differential of \$2,000 per school year (replacing any previous Master's Degree differential). These two distinct salary differentials do not stack. 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 educational aide staff who have earned college hours from an accredited college or university, as evidenced by an official transcript, shall be placed on the appropriate salary schedule 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 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.

Paraprofessional Salary Schedules

Semester Hours (College or University) on an official transcript

15 hrs	0 - 29 College Hours	187 days
30 hrs	30 - 59 College Hours	187 days
60 hrs	60 - 89 College Hours	187 days
90 hrs	90+ College Hours	187 days

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 Payroll Director 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 Rate 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 accrued at 1 ½ times as compensatory time or, if approved, compensated at 1 ½ times their regular rate of pay.

Stipend Pay

1. For annual stipends, such as athletic coaches, club sponsors, department heads, math/science, masters, etc., the campus principal (or administrator) shall identify each individual who is to receive a stipend by submitting a master schedule and list of stipends and recommended individuals to the Superintendent and the Business Manager. Annual stipends are pro-rated over a 12 month period, if the employee does not perform the duties, 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. Additional stipends must be in accordance with the approved budget.
2. The Campus Principal shall submit changes to stipend assignments to the Superintendent and Business Manager as they occur, but must be in accordance with the approved budget.

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 15th of each school year, the principals (and administrators) must approve payment of all end-of-year stipends paid in June, and December 1st for mid-semester stipends paid in January.
6. Stipends and extra duty pay paid with federal funds shall be subject to approval from the Business Manager, as appropriate.
7. All stipends on the Stipend & Extra Duty Rate Pay Schedule shall be approved by the School Board.
8. All extra duty pay rates on the Stipend & Extra Duty Rate Pay Schedule shall be approved by the Superintendent.
9. 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.
10. 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).
11. Changes to stipend assignments, if any, during the school year, shall be promptly submitted by the campus principal or administrator, as appropriate.

Supplemental Pay/Stipends – Non-Exempt Staff

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

Transportation Department Employees attending a driver training course, at the request of Maypearl 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, etc. shall be paid their normal rate of pay.

As a general rule, non-exempt staff shall not be scheduled to receive an annual stipend for co-curricular or extracurricular duties. If the Superintendent approves an exception, the employee, his/her immediate supervisor, and the Payroll Director 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.

Retention Stipends - All Staff

The intent of retention stipends is to incentivize staff to remain with the district in a future capacity. Retention stipends are approved annually if funds are available during the budget process. For staff to be eligible for a retention stipend, they must have been employed at least 30 days in district prior to the payment of the stipend and remain with the district in the following semester.

If an employee terminates employment with the district before the completion of the following semester, the employee will repay the amount paid for the unearned retention stipend in the following payroll cycle.

Maypearl Independent School District

Stipends and Extra Duty Rate Schedule

<u>Extra Duty / Stipend</u>	<u>Amount</u>	<u>Time</u>
Agriculture	\$4,000	Stipend in Salary
Assitant Band Director	\$5,000	Stipend in Salary
Band Director (Head)	\$6,000	Stipend in Salary
Child Find Coordinator	\$1,000	Stipend in Salary
Diagnostician	\$7,500	Stipend in Salary
District RN	\$5,000	Stipend in Salary
Doctorate Degree	\$2,000	Stipend in Salary
Dyslexia/RTI Coordinator	\$2,500	Stipend in Salary
Dyslexia Instruction	\$1,000	Stipend in Salary
Facilitator/Coach (ESL Instuctor/District Librarian/Instructional Coach)	\$6,000	Stipend in Salary
Life Skills Instuctor	\$4,000	Stipend in Salary
Life Skills Coach/CPI Trainer	\$2,500	Stipend in Salary
Masters Degree	\$1,000	Stipend in Salary
Math/Science/English - Certified Secondary (7th-12th)	\$250/section (max \$1500)	Stipend in Salary
Mentor Teacher	\$500	Stipend in Salary
Speech Therapy	\$7,500	Stipend in Salary
Speech Therapy Assistant	\$3,750	Stipend in Salary
Testing Coordinator	\$1,000	Stipend in Salary
Theatre Instructor	\$6,000	Stipend in Salary
Translator	\$1,000	Stipend in Salary
Yearbook	\$1,500	Stipend in Salary
Academic UIL:		
Elementary School		
Event Team	\$200	End of Season
Coordinator	\$750	End of Season
Middle School and High School		
Event Team	\$200	End of Season
Coordinator	\$750	End of Season
Homebound	\$35	Hourly
	\$0.50	Mile
After School Tutoring / Credit Recovery / Summer School		
Certified Professional	\$35	Hourly
Paraprofessional	Personal hourly rate	Hourly
Saturday School (Certified Teacher)	\$35	Hourly
Field Trip Bus Driver Wait Time Rate	\$10	Hourly
Field Trip Bus Driver Drive Time Rate	Personal hourly rate	Hourly
Extra Duty Bus Driving Rate	\$22.00	Hourly
Extra Duty Bus Route Exempt Rate	\$44.00	Route
Extra Duty Non-CDL Drivers and Monitors	\$14.00 regular / \$16.00	Hourly
Retention Stipend**	Defined annually in budget process per board approval	Paid in November and/or May per board approval
CDL Stipend for Professional Staff	\$500	Paid in June to eligible staff
CDL Eligibility Criteria: Drive 10 or more routes, field trips or extra-curricular activities during the school year and maintain CDL licenses, complying with all physical and training requirements.		
*All stipends subject to proration per certification date, hire date, or termination.		
**When approved, retention stipends are eligible to employees who have been employed at least 30 days and remain with the district for the entirety of the following semester.		

Maypearl ISD Coaching Stipends	
Athletic Trainer	\$9,000 (Limit to 1 Coach / Stipend)
Girls Coordinator	\$5,000 (Limit to 1 Coach / Stipend)
Strength/Conditioning	\$3,500 (Limit to 1 Coach / Stipend)
Basketball	
Head Coach HS	\$6,000 (Limit to 2 Coaches (1B&1G) / Stipend)
Assistant Coach HS	\$3,000 (Limit to 4 Coaches (2B&2G) / Stipend)
Assistant Coach JH	\$2,500 (Limit to 4 Coaches (2B&2G) / Stipend)
Baseball	
Head Coach HS	\$6,000 (Limit to 1 Coach / Stipend)
Assistant Coach HS	\$3,000 (Limit to 2 Coaches / Stipends)
Cheer	
Varsity Cheer Coach	\$4,000 (Limit to 1 Coach / Stipend)
JV Cheer Coach	\$2,500 (Limit to 1 Coach / Stipend)
JH Cheer Coach	\$2,000 (Limit to 1 Coach / Stipend)
JH Asst Cheer Coach	\$1,500 (Limit to 1 Coach / Stipend)
Cross Country	
Head Coach	\$5,000 (Limit to 1 Coach / Stipend)
Assistant Coach	\$3,000 (Limit to 1 Coach / Stipend)
Football	
Head Coach HS	In A.D. Salary
Offensive/Defensive Coordinators	\$5,500 (Limit to 2 Coaches / Stipends)
Assistant Coaches	\$4,500 (Limit to 7 Coaches / Stipends)
Golf	
Head Coach	\$6,000 (Limit to 1 Coach / Stipend)
Assistant Coach	\$3,000 (Limit to 1 Coach / Stipend)
Powerlifting	
Head Coach	\$4,500 (Limit to 1 Coach / Stipend)
Assistant	\$3,000 (Limit to 1 Coach / Stipend)
Softball	
Head Coach HS	\$6,000 (Limit to 1 Coach / Stipend)
Assistant Coach HS	\$3,000 (Limit to 2 Coaches / Stipends)
Tennis	
Head Coach	\$6,000 (Limit to 1 Coach / Stipend)
Assistant Coach	\$3,000 (Limit to 1 Coach / Stipend)
Track	
Head Coach HS	\$6,000 (Limit to 1 Coach / Stipend)
Assistant Coach HS	\$3,000 (Limit to 5 Coaches / Stipends)
Assistant Coach JH	\$2,500 (Limit to 2 Coaches / Stipends)
Volleyball	
Head Coach HS	\$6,000 (Limit to 1 Coach / Stipend)
Assistant Coach HS	\$3,000 (Limit to 2 Coaches / Stipends)
Assistant Coach JH	\$2,500 (Limit to 2 Coaches / Stipends)

Employee Benefits

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 Payroll & Benefits Office at 972-435-1000, or via email at: amber.martin@maypearlisd.org.

Group Health 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

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 or with a qualifying life event outside of open enrollment. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees via the benefits portal. Employees should contact the Payroll & Benefits Office at 972-435-1000 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.

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. Telehealth coverage for eligible employees is also provided at district cost for the employee and dependents.

Employer-provided group health, life, and telehealth 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 disability, hospital, intensive care, cancer, vision, accident, and more. Premiums for these programs can be paid by payroll deduction. Non-payment of premiums will result in termination of benefits effective the end of the last month of paid benefits.

Employees should visit the benefits portal found on the Maypearl ISD HR website or contact The Payroll & Benefits Office for more information.

Maypearl ISD has elected for several employee premiums to be deducted pre-tax, therefore mid-year election

changes are regulated by federal law. The Internal Revenue Service (IRS) Code Section 125 contains provisions defining “qualifying events” which allow mid-year changes to your medical, dental, vision, life, health and/or dependent care flexible spending account plan elections.

While there are exceptions to post-tax mid-year election changes, Maypearl ISD procedures require that any change in status events use the same eligibility criteria to determine election changes whether premiums are paid on a pre-tax or after-tax basis.

Common Mid-Year Qualifying Events

The following list represents examples of *common* IRS mid-year qualifying events:

- Change in legal marital status, domestic partnership or civil union status
- Change in the number of eligible dependents of the employee or dependents of the domestic partner or civil union partner
- Gain Dependent—birth, adoption, placement for adoption, etc.
- Loss of Dependent—dies or reaches age 26 unless disabled as defined under the eligibility section
- Change in employee’s, spouse’s, domestic partner’s, civil union partner’s or dependent’s employment status (commencement or termination of employment, strike or lock-out, unpaid leave, etc.)
- Gain / lose entitlement to Medicare or Medicaid (60 days)
- A change in residence of the employee, spouse, domestic partner, civil union partner or eligible dependent, which affects eligibility for coverage (e.g. moving out of coverage area)
- Judgment, decree, or Qualified Medical Child Support order for health coverage of an eligible child
- Significant change in health coverage of an eligible child
- Significant change in coverage or cost of dependent’s plan

The type of IRS approved qualifying event determines the changes that are permissible. For example, marriage of the employee would permit a change from employee only coverage to employee + 1 coverage as well as the option to change medical plan elections, e.g., Green Plan to POS Plan.

Official Documentation

It is necessary to provide documentation within 30 days of the effective date to substantiate the qualifying event and to establish the eligibility for, and the effective date of the requested change.

Required documentation due within 30 days of the effective date include:

- Legal documents for adoption, divorce, marriage, civil union partner, etc.
- Affidavit of Common Law Marriage
- Affidavit of Domestic Partnership
 - A joint financial document must accompany a marriage certificate or affidavits
- Letter on company letterhead which include:
 - Defined qualifying event type and effective date of coverage
 - Name of individual(s) affected by a status change
 - Name(s) of individuals who had been covered under other plan
 - Medical, dental and/or vision coverage effective date or termination date (or other benefits as applicable).

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
Cell Phone Allowance (for non compensatory purposes)	Cabinet Administrators	\$50/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 Prizes – nominal value and infrequent such as shirts, tote bags, coolers, snacks, meals, etc. (non cash or cash equivalent)	All staff	\$25 or less	No
Educational Reimbursements and allowances	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
No-cost fringe benefits – district provided fitness facilities and training	All staff	N/A	No
Reimbursement for Leave Upon Retirement	An employee who retires from the District that meets criteria defined in Policy DEC(Local)	\$60/day	Yes
Retention Stipends	Staff employed at least 30 days in district and remain with the district in the following semester	Defined annually in budget process per board approval	Yes
Retirement Awards for In-District service	Under 5 years In-District 05-09 years In-District 10-14 years In-District 15 years and over In-District	\$25 \$50 \$75 \$100	No Yes Yes 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)	No employees, including Substitutes, Retirees and Temporary Employees pay into Social Security		
Medicare	All employees, including Substitutes, Retirees and Temporary Employees	.0145 of gross wages .0145 of gross wages	District Employee
Workers' Compensation	All employees, including Substitutes and Temporary Employees Bus Drivers Police Officer Clerical Professional Employees All Other Employees	0.01534158 of gross wages 0.01911565 of gross wages 0.00100498 of gross wages 0.00271633 of gross wages 0.02012055 of gross wages	District
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	.0018 of gross wages	District
Health Plan (TRS ActiveCare)	All employees eligible for TRS (working no less than 15 hours per week), excluding TRS retirees Substitute employees shall be offered insurance at the beginning of each school year.*	\$400 per month No district contribution will be provided.	District Substitute Employee
Group Life	All employees working 15 hours or more per week (excludes substitute, temporary)	\$0.47 per month for \$10,000 coverage	District (E/O only)
Teacher Retirement	All employees (except TRS retirees), who work no less than 15 hours per week	.075 of gross wages .077 of gross wages	State Employee
Teacher Retirement Insurance	All employees (except TRS retirees), who work no less than 15 hours per week	.0065 of gross wages (Employee portion) .0075 of gross wages (District portion)	Employee District
State Personal Leave	All employees	5 days per year @ daily rate of pay, pro-rated for leavers or those hired on after the start of their work calendar	District
Local Leave	All Employees	4 days per year @ daily rate of pay, pro-rated for leavers or those hired after the start of their work calendar. Accrual limit is 20 days. Not payable upon termination.	District

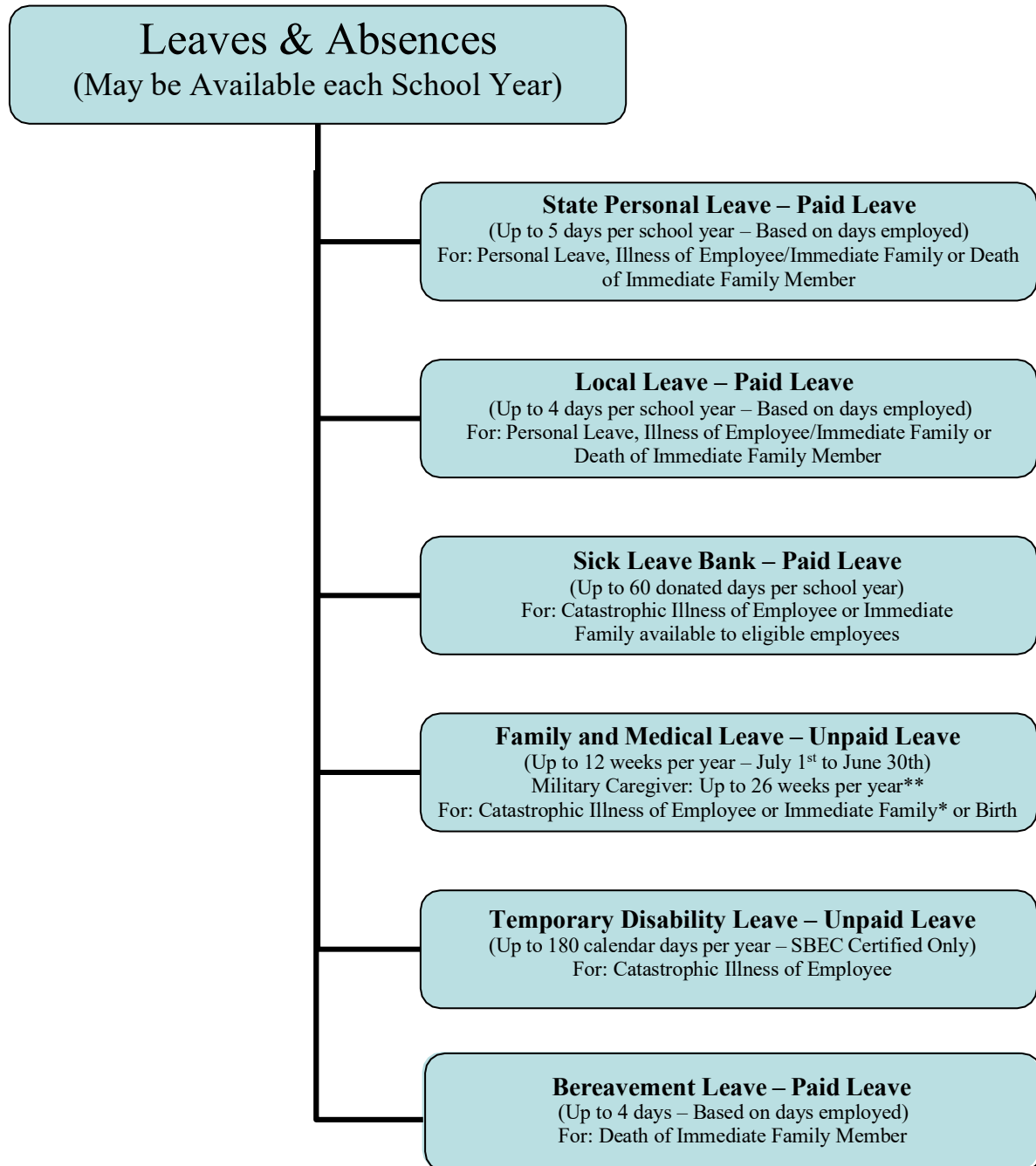
State Sick Leave	All employees who earned state sick leave prior to September 1, 1995, and have carried a balance of days forward	The number of days carried forward @ daily rate of pay	District
Vacation Leave	Full-time maintenance and custodial employees in positions normally requiring 12 months of service annually	10 days per year @ daily rate of pay beginning after the first year of service on the 260-calendar. pro-rated for leavers or those hired after the start of work calendar, accrual limit to 20 days	District
Bereavement Leave	All Employees	4 days @ daily rate of pay upon loss of immediate family member; noncumulative; see Policy DEC (Local)	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 15 hours or more per week	Rates vary with plan options	Employee
Disability Insurance	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Vision Insurance	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Permanent Life Insurance	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Group Term Life Insurance	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Flexible Spending Accounts	Employees working 15 hours or more per week	Determined by employee	Employee
Health Savings Account	Employees enrolled in a high-deductible health plan	Determined by employee	Employee
Hospital Indemnity Plan	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Telehealth	Employees working 15 hours or more per week (excludes substitute, temporary)	\$4.50 per employee per month Family coverage	District
Accident	Employees working 15 hours or more per week	Rates vary with plan options	Employee
AD&D	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Identity Theft	Employees working 15 hours or more per week	Rates vary with plan options	Employee
Emergency Transportation	Employees working 15 hours or more per week	Rates vary with plan options	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.

Leave Management

All eligible employees shall receive leaves in accordance with Board Policies DEC Legal and Local. A brief summary of available leaves is illustrated below only as a guide – the use of leaves shall be in accordance with Board Policy.



*Immediate family for FMLA purposes shall be in accordance with the FMLA definition.

**Military caregiver leave in accordance with FMLA regulations.

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 leave, according to Board Policy, shall accumulate from year to year if not used to a limit of 20 days and is not eligible for transfer among districts.

Bereavement leave is noncumulative and loaded to the eligible employee's account at time of need. Eligibility is based on the determination that the deceased can be defined as immediate family per policy DEC(Local):

The term "immediate family" is defined as:

- Spouse.

- Son or daughter, including a biological, adopted, or foster child, a son- or daughter-in-law, a stepchild, a legal ward, or a child for whom the employee stands in loco parentis.

- Parent, stepparent, parent-in-law, or other individual who stands in loco parentis to the employee.

- Sibling, stepsibling, and sibling-in-law.

- Grandparent and grandchild.

- Any person residing in the employee's household at the time of illness or death.

A copy of the obituary or program from the funeral will be used as documentation for bereavement leave. The employee is responsible for submitting the documentation to the Payroll Director prior to payroll cutoff dates. This will ensure that the absence will be accurately recorded in the system.

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.

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

In addition to the use of the Absence Management system, all time worked for non-exempt employees shall also be entered in the Time & Attendance system.

Payroll Department shall export the absences from Absence Management and import the data into the Ascender payroll system.

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

Failure to report all absences may be construed as a fraudulent request for pay – a violation of the Educators Code of Ethics. Violations shall be subject to disciplinary action, up to and including termination of employment.



Maypearl Independent School District CATASTROPHIC SICK LEAVE BANK

Membership in the catastrophic leave bank shall be available on a voluntary basis for all employees who are eligible for membership in the Texas Teacher Retirement System. Eligible employees must have completed 12 months of service for the employer and have worked 1,250 hours within the 12 months prior to the day leave is requested. The purpose of the sick leave bank is to provide additional paid sick leave days to members of the bank, in the event of catastrophic illness or injury, which renders the member unable to perform the duties of his or her position and causes a substantial loss of income. Catastrophic illness benefits shall be used only for the catastrophic illness or disability of the employee or catastrophic illness or disability of his/her immediate family. Pregnancy-related disability is not considered catastrophic.

Catastrophic illness/accident is defined as that of a serious nature, not a passing disorder or temporary ailment, requiring treatment by a physician and hospital admittance. Although some degree of permanency is usually involved, the disease need not necessarily be incurable or permanent. To qualify for the benefits of the program, a catastrophic illness or injury shall result in the employee's temporary or permanent incapacity to perform his or her job function for an extended period of time. Catastrophic illness is life threatening and requires major medical treatment such as surgery, chemotherapy, radiation and the like.

Catastrophic Leave Bank:

The catastrophic leave bank shall be established through the District's initial contribution of 50 days and the voluntary contributions of District employees. An eligible employee may join during the enrollment period beginning September 1 and ending September 30th of each year. The employee remains a member of the catastrophic leave bank with an annual contribution until one of the following occurs:

1. *Termination of employment with the District*
2. *Suspension without pay (during a period of suspension).*
3. *The member's voluntary cancellation of membership in the bank, as of the effective date of the cancellation.*
4. *The member's written authorization to discontinue annual contribution of sick leave day(s), as of the date the contribution becomes due.*
5. *Any abuse or misuse of the rules of the bank.*

Days donated to the catastrophic leave bank are available for use by any member for a qualifying condition. Leave shall be granted only after a member has exhausted all accumulated state and local leave and any accumulated compensatory time and vacation days, as applicable.

Leave shall be granted in no more than 30-day increments, renewable one time. The cumulative amount of leave granted to any one employee in any one school year shall not exceed 60 days or one-third of the balance in the catastrophic leave bank, whichever is less. A "day" granted to an employee shall be equivalent to the number of hours in that employee's typical workday. In no case shall the granting of leave from the bank cause a bank member to receive more than the amount typically received by the member or the school year. If a bank member does not use all the days granted from the bank, the unused sick leave bank days shall be returned to the bank.

In case a member's incapacity is such that he or she cannot personally apply for the use of bank days, an authorized agent or family member on the member's behalf may submit application to the CSLB committee.

Membership or Full-Time Employees

The sick leave bank shall be established by donating one local sick leave days per enrolled employee at the beginning of the school year. You must have donated days to the CSLB in order to receive days from the bank.

Governing Committee

The governing committee for the sick leave bank shall be called the CSLB committee. The committee shall consist of the building level principal, a teacher representative from each campus and the business manager. The CSLB committee shall be responsible for receiving requests, verifying the validity of requests, recommending approval or denial of requests, and communicating decisions to the member and the business office. The committee must maintain a high level of privacy to comply with HIPPA regulations. Information included in the request for days must be considered confidential. The committee shall meet as the need arises.

Rules and procedures

Each separate request to receive days from the bank must include a physician's new statement explaining the nature of the illness or accident. The request shall include authorization by the employee to release medical reports to the District CSLB committee. The CSLB committee shall review and forward to the District business office the decision on all requests to draw on the bank within 5 working days after such request.

All requests to draw upon the bank shall be made in writing and submitted to the CSLB committee within 15 calendar days of the first date bank usage is requested.

All requests to draw upon the bank must be accompanied by the employee's physician's statement confirming the cause of illness or confinement and certifying the existence of an inability to perform assigned duties. The physician shall personally sign the form.

Leave cannot be intermittently. When the employee returns to work, any unused days are returned to the bank for use by other employees.

An employee is only eligible to request leave from the bank once a school year and only once for the same illness/accident.

The requestor must also request Family Medical Leave Act leave and all policy and procedures applicable to FMLA will apply. See DEC Legal.

MAINTENANCE OF HEALTH BENEFITS During any period that an eligible employee takes FMLA leave, the District shall maintain coverage under any "group health plan" for the duration of the leave at the level and under the conditions coverage would have been provided if the employee had continued in active duty with the District. *29 U.S.C. 2614(c)(1)*

FAILURE TO
RETURN FROM
LEAVE

The District may recover its share of health care premiums paid during a period of FMLA leave if an employee fails to return to work after his or her FMLA leave entitlement has been exhausted or expires, unless one of the following conditions exists:

1. The continuation, recurrence, or onset of a serious health condition that entitles the employee to leave under FMLA; or
2. Other circumstances beyond the employee's control.

When an employee fails to return to work, except for the reasons stated above, health premiums paid by the District during a period of FMLA leave are a debt owed the District by the nonreturning employee, and may be recovered by the District through deduction of any sums due the employee or through legal action.

All decisions of the CSLB committee may be appealed according to the procedures at DGBA(LOCAL), beginning at Level Two.

LEVEL TWO If the employee did not receive the relief requested at Level One or if the time for a response has expired, the employee may request a conference with the Superintendent or designee to appeal the Level One decision.

The appeal notice must be filed in writing, on a form provided by the District, within ten days after receipt of a response or, if no response was received, within ten days of the response deadline at Level One.

The Superintendent or designee shall hold a conference within ten days after the appeal notice is filed. At the conference, the Superintendent or designee shall consider only the issues and documents presented at Level One and identified in the Level Two appeal notice. The Superintendent or designee shall have ten days following the conference to provide the employee a written response.