IRVING INDEPENDENT SCHOOL DISTRICT

COMPENSATION, BENEFITS, AND LEAVES HANDBOOK

2024 - 2025

IRVING
Independent School District

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Purpose

The purpose of this handbook is to provide information regarding the administration of salaries, wages, benefits, and leaves for employees of Irving 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 and benefits. School Board policies and administrative procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the policy. For more information, employees may refer to the policy codes associated with handbook topics, confer with their supervisor, or call the appropriate district office. Along with the online policy manual available at any time on the district website, a policy manual is located in the Superintendent's office at the district administration building for employee review during normal working hours.

NOTE: All policies and procedures are in accordance with Irving ISD Board of Education Policy and/or local regulations as of July 01, 2024. Any adopted revisions to Board policies and/or regulations will become effective immediately and thereby supersede the above policies and/or regulations. In addition, if there is an inadvertent conflict between this handbook and Board policy, the language contained in Board policy will control.

School Board of Trustees

1. Dr. Rosemary Robbins, President, District 1
2. Mr. A.D. Jenkins, Vice President, District 5
3. Mr. Michael Kelley, Secretary, District 2
4. Ms. Nuzhat Hye, District 4
5. Ms. Lisa Lobb, District 6
6. Mr. Randy Randle, District 7
7. Ms. Mary Richarte, District 3

Helpful Contacts

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

Superintendent	972-600-5001	Food Service	972-600-6915
Business/Finance	972-600-5420	Clinic & Health Services	972-600-5205
EC/Elementary Schools	972-600-5032	Secondary Schools	972-600-5040
Special Education	972-600-4607	Payroll	972-600-5423
HR - Personnel	972-600-5225	Campus Operations	972-600-5023
HR - Compensation	972-600-5417	HR - Benefits & Leaves	972-600-5241

Compensation Definitions

Minimum of the Salary Range
The Minimum of the Range is the lowest salary rate for that specific position.

Midpoint of the Salary Range
The Midpoint of the Range represents the market value for the position and is the salary amount halfway between the lowest and highest salary rate for that specific position.

Maximum of the Salary Range
The Maximum of the Range is the highest salary rate for that specific position.

Internal Equity
Internal equity identifies and addresses equity in employee compensation between employees who are considered similarly situated and are performing similarly.

Internal equity does not attempt to make pay exactly the same for employees simply because they are in the same job title. Consideration is taken of the similarities and dissimilarities in experience, skills, abilities, and record of job performance, and aligns the pay fairly and equitably based on those factors.

External Market Equity
External market equity is an assessment of external market compensation that attempts to ensure competitiveness in pay practices for the same duties. This process is used as a tool to compare similar positions with external organizations and industries to align pay practices.

Promotion
Promotion is a job movement from a position in a lower classification/range/salary schedule to a *different position* in a higher classification/range/salary schedule.

A promotion increase is applied to the employee's current base salary, less any stipends paid for supplemental duties.

Demotion
Demotion is a job movement from a position in a higher classification/range/salary schedule to a *different position* in a lower classification/range/salary schedule.

A reduction in pay may occur when an employee is reassigned to a different job in a pay range with a daily/hourly rate midpoint that is less than the daily/hourly rate midpoint of the previous job's pay range. Any reduction in pay is subject to approval by the Superintendent or designee.

Lateral
A lateral transfer is a movement to another job assigned to the same pay grade.

Position Reassignment
Position reassignment is a movement from a pay range structure to an experience-based placement scale (teacher, counselor, or librarian). Salary placement will be made according to years of creditable experience.

Reinstatement
Reinstatement occurs when an employee is rehired following a separation or break in service from the District.

Salary Proration
Salary proration occurs when an employee starts their new position after the start date for the position calendar, and salary is determined based on the total number of days remaining.

Supplemental Pay
Supplemental pay is an additional stipend or extra-duty pay that is paid in addition to, but separate from, regular base salary. ***Supplemental pay is authorized on a year-to-year basis and is not to be considered a property right.*** Supplemental pay will be discontinued upon cessation of assignment, which can occur at any time, or upon the occurrence of an event that otherwise causes the employee to be ineligible to receive the supplemental pay.

Job Classification/Reclassification
Job classification/reclassification is the process of accurately and objectively defining the position/job duties, responsibilities, tasks, level of authority, and minimum requirements.

All positions, except for teachers, librarians, counselors, substitutes, and part-time/temporary, are assigned to pay grades based on the skill, effort, and responsibility required for the job assignment.

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.

All substitute teachers shall accept assignments through the Frontline absence management system. All days (and half days) worked shall be imported to the MUNIS payroll system by the Payroll Department.

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. 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 non-exempt 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 non-exempt 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

Hours Worked - Non-Exempt Employees

Covered non-exempt 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 p.m.

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 on a field trip, the waiting time shall be compensable. The District shall compensate the bus driver at his/her regular rate of pay for all driving and wait time hours.

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

Rest and Meal Periods**:** Rest periods of short duration, usually 20 minutes or less, are common in the industry (and promote the employee's efficiency) 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 and complete the *Timekeeping Correction Form* in the event that a meal has been missed or they were not completely relieved of duty during a meal period. The compensable meal period shall be added to the employee's work hours in the timekeeping system.

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

Although rare, in the event that a non-exempt employee is on duty for more than 24 hours, such as a bus driver on an overnight field trip, the employee shall be provided with sleep facilities and at least five (5) hours of uninterrupted sleep time. A total of eight (8) sleep hours shall be excluded from the employee's work hours unless the employee was granted less than eight (8) hours of actual sleep time. In that event, the actual number of sleep hours shall be excluded from the compensable hours.

Travel time**:** Attendance at lectures, meetings, training programs, and similar activities need not be

counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job-related, and no other work is concurrently performed.

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

- *Home to Work on a Special One-Day Assignment in Another City: An employee who regularly works at a fixed location in one city is given a special one-day assignment in another city and returns home the same day. The time spent 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 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 non-working 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

Policies DEAB, DEC

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.

Non-exempt employees are paid on either an Annualized Salary Method or Direct Hourly Method. All non-exempt employees shall be paid based on the *actual number of hours* worked per workweek.

Non-exempt employees paid on an annualized salary method are generally paid for a 40-hour or less workweek and do not earn additional pay unless they work more than 40 hours. In the event that the non-exempt employee who is paid on an annualized basis exceeds his/her normal work hours, he/she shall be compensated for the additional hours in compensatory time (default) or paid time, as approved by the immediate supervisor and the superintendent.

Exceptions include the following:

Non-exempt staff performing a separate job will be paid for their work hours for the respective number of hours and rate of the separate job. Work hours in excess of 40 in the aggregate of all jobs, will be paid at the overtime rate of the weighted average of the earnings for the primary job and secondary job(s).

Paraprofessional staff (who are non-exempt) are paid on an Annualized Salary Method, this includes:

Aides
Clerical
Secretarial
Technical (Campus Tech, Network Tech I, Service Desk, Telecommunication Tech, Cybersecurity Administrator non-degreed)
Non-exempt staff on the Transportation pay scale

Non-exempt employees paid on a Direct Hourly Method include:

Custodial
Maintenance
Food Service
Substitute auxiliary staff
Part-time, temporary, and seasonal staff

<u>Non-Exempt employees paid on an Annualized Salary Method</u>

The total hours worked per workweek will be reviewed to determine if the employee exceeded their normal, forty [40] hour workweek. Work time exceeding forty [40] hours shall be compensated as compensatory time or *paid time.

In the event that the employee did not work their normal, weekly work hours, he/she shall apply

comp time, if applicable, and/or paid leave hours or be docked their regular rate of pay for the missed hours.

*Unused compensatory time shall be paid out in August.

Employees paid on a Direct Hourly Method

The total hours worked per workweek will be extracted from the automated timekeeping system (KRONOS) and imported into the payroll system (MUNIS). The payroll department will verify that all hours worked are collected through the timekeeping system (KRONOS) and imported to (MUNIS). Actual work hours shall be paid in accordance with the district's pay date cutoff periods. Employees on a direct hourly method do not earn compensatory time, thus, may not use hours worked on a non-duty day to cover an absence. Employees are encouraged to track their work hours to verify the total hours paid on their paycheck match their actual hours worked.

Non-exempt employees paid on a direct hourly method may not receive a paycheck during months that they are not scheduled to work; therefore, the employee will be deducted additional premiums during the months scheduled to work, to cover the summer months.

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

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

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

Overtime pay for multiple hourly rates shall be paid at 1 ½ times the ***weighted average of the pay rates***. For example, if a paraprofessional employee works 40 hours at his/her regular hourly rate of $12.00 and an additional 10 hours at an hourly rate of $14.00, he/she would be paid at one-half the weighted average of the hourly rates ($6.20). See the Illustration below:

Weighted Average Overtime Calculation Sample			
Position	**# Hours**	**Hourly Rate**	**Total**
Para	40	$12.00	$480.00
After School	10	$14.00	$140.00
Total Pay(Straight Time)	**50**		**$620.00**
Overtime Hours	10		
Weighted Rate	$620/50=$12.40	$12.40	
1/2 Time Weighted Rate		$6.20	
OT Extra Pay(10 hours @ 1/2 weighted rate)	10*6.2		**$62.00**
Total Gross Pay			**$682.00**

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

Example 1 – Overtime During Normal Week (Paraprofessional)
If an employee works 46 hours during the standard workweek, the employee is entitled to 9 hours (6 hours x 1.5 OT) of compensatory time:

· 40 hours @ regular pay + 9 hours comp time

Example 2 – Workweek That Includes Paid Holiday (261 workdays)
If Monday is a paid holiday, but the employee works 8 hours on Monday, then the employee will have physically worked 40 hours that week and will be paid for 8 hours of holiday pay. Paid holiday and floating holiday hours count toward the computation of overtime. Although the employee did not physically work more than 40 hours, he/she will be paid 1.5 OT for physically working on a holiday:

· 40 hours (including paid holiday) @ $10.00/hour = $400 regular pay

· 8 hours physically worked on the holiday = $120 overtime pay ($10.00 x 1.5 = $15 x 8 = $120)

Example 3 – Workweek That Includes Paid Holiday (Paraprofessional)

If a non-exempt employee is sick one day during the week and uses 8 hours of sick leave, but then works an extra 10 hours outside of the normal schedule, there is overtime only for the hours worked over 40. 40 hours – 8 sick + 10 hours = 42 hours worked that week:

· 8 hours paid sick leave

· 32 hours @ regular pay

· 2 hours OT @ 1.5 = 3 hours comp time

FLSA Fact Sheet #23 - Overtime

Child Labor

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

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

The Human Resources Department shall record the age of all minor workers (defined as under 18 years of age) in the MUNIS HR/Payroll System. The Payroll Department shall monitor compliance with the FLSA regarding the type of occupation and work hour limitations. The immediate supervisor shall be provided information about the limitations of their respective minor worker(s). **The district has set the minimum hiring age at 18 years of age.**

Compensatory Time

Non-exempt employees may be compensated for overtime at the time-and-a-half rate with compensatory time off (comp time) or direct pay. **The district has opted to compensate employees with compensatory time (default) unless otherwise approved by the appropriate administrator and the superintendent.** The following applies to all non-exempt employees:

- Employees can accumulate up to 60 hours of comp time.
- Comp time must be used in the duty year that it is earned.

- Use of comp time may be at the employee's request with supervisor approval, as workload permits, or at the supervisor's direction.
- An employee shall be required to use comp time before using available paid leave (e.g., sick, personal, vacation).
- Comp time not used in the duty year will be paid off on the August paycheck.

Recordkeeping (Timekeeping System)

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

The district has implemented the KRONOS Timekeeping System to collect *all* work hours for non-exempt employees. **All work hours for the regular job, extra-duty assignments, training, missed lunches, waiting time, etc., must be entered in the KRONOS timekeeping system by the employee and verified by the employer.**

Timekeeping methods shall include barcoded ID badges, time clocks, and laptops.

The Payroll Department shall extract all work hours from the timekeeping system and import into the MUNIS payroll system. The overtime option is turned off for the non-exempt employees paid on an annualized salary method since the district has opted to compensate these non-exempt employees for extra work hours with compensatory time. Exceptions to the default option of compensatory time, such as overtime pay, will be adjusted in the KRONOS timekeeping system by the Payroll Department. Overtime hours for all other non-exempt employees paid on the direct-hours method shall be imported from the timekeeping system to the MUNIS payroll system.

It shall be an employee's responsibility to ensure that all work hours are submitted in accordance with district pay cycles through the timekeeping system. Federal and state laws require IISD to keep an accurate record of time worked in order to calculate employee pay and benefits. At the present time, KRONOS is the official timekeeping software used to track and document work time. Time worked is time "actually spent" on the job performing assigned duties or responsibilities.

The appropriate immediate supervisor or designated reviewer shall verify and submit all timecards for non-exempt staff assigned to their campus or department according to the established payroll pay periods and deadlines. Refer to Pay Date Schedules and Payroll Deadlines. Payroll Calendars

Automated Timekeeping System

The timekeeping system allows an employee to clock in and out with the use of barcoded ID badges, time clocks, and laptops that are connected through the district's Wi-Fi network.

The timekeeping data can be edited or corrected by an authorized reviewer and/or supervisor. Supervisors shall review and approve timekeeping records on a weekly basis.

Hierarchy of Approvals – Approval Path

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

- Employee reviews and approves his/her own timekeeping data, including any extra duty
- Secretary reviews and approves the timekeeping data – edits as necessary to make corrections in consultation with the employee and supervisor
- Campus principal or supervisor reviews and approves the timekeeping data

The approval path for departments shall include the employee and their immediate supervisor before payroll processing. Both the employee and their immediate supervisor are responsible for the submission of accurate timekeeping data to payroll.

Time Clock Procedures:

All time clock corrections shall be submitted by the non-exempt employee on the appropriate form and submitted to their immediate supervisor for approval and entry in the timekeeping system. The *Timekeeping Correction Form*, issued by the supervisor, must be used to report all timeclock corrections such as missed punches, lost, or misplaced time clock ID card (badge), etc.

An employee must clock out when leaving their campus or work assignment for reasons unrelated to assigned tasks (including lunch and personal reasons).

The FLSA (Fair Labor Standards Act) requires all non-exempt employees to submit an accurate recording of their time worked each work week. All non-exempt employees must clock in and out for lunch daily.

In addition, all leave and absences for non-exempt staff shall be submitted through a Leave of Absence Request Form by the employee and verified/approved by the supervisor. An employee's failure to submit a leave request form will negatively impact their payroll disbursement. All absences for non-exempt employees are extracted from the KRONOS timekeeping system and imported to the MUNIS payroll system by the Payroll Department. Corrections and/or adjustments shall be posted directly in the MUNIS system by the Payroll Department.

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

Sample Timesheet

Every non-exempt employee should become familiar with how to read their timesheet. A Time Detail Report reflects the following information:

- Employee name
- Time period – workweek

- Date
- Time in – actual time
- Time out – actual time
- Job Code
- Transfer Code – extra duty not related to regular job
- Total hours per day
- Lunch break deducted (employee must complete a Timekeeping Correction Form when canceling lunch break)
- Total hours during the workweek

A sample of a Time Detail Report is illustrated below. The sample includes all work hours from Monday through Friday, including an absence. The time sheet will reflect the total number of hours worked for the workweek or time period selection.

Time Detail

Time Period:	Last Week	Data Up to Date:	5/4/2021 1:14:37 PM
Query:	Previously Selected Employee(s)	Executed on:	5/04/2021 1:14PM GMT-05:00
Actual/Adjusted:	Show hours worked in this period only.	Printed for:	
		Insert Page Break After Each Employee:	No

Employee:		**ID:**		**Time Zone:**	Central
Status:	Active	**Status Date:**	1/20/2011	**Pay Rule:**	ParaProfSal-30M
Primary Account		**Start**	**End**		
		1/4/2021	Forever		

Date/Time	Apply To	In Punch	In Exc	Out Punch	Out Exc	Override Amount	Adj/Ent Amount	Money Amount	Day Amount	Totaled Amount	Cum. Tot. Amount
Xfr/Move: Account		*Comment*		*Xfr: Work Rule*							
4/26/2021		8:01:00 AM		4:40:00 PM						8:09	8:09
4/27/2021		8:00:00 AM		4:31:00 PM						8:01	16:10
4/28/2021		8:02:00 AM		4:34:00 PM						8:02	24:12
4/29/2021	12:00 AM	Comp Time Used					1:16				25:28
4/29/2021	1:16 AM	Personal Illness-Local					5:53				31:22
4/29/2021	12:00 AM	Personal Illness					7:10				
4/30/2021		7:54:00 AM		4:32:00 PM						8:08	39:30

Labor Account Summary	Pay Code	Hours	Money	Days
	Comp Time Used	1:16		
	Personal Illness-Local	5:53		
	REG BLENDED	32:20		
	Regular blend	32:20		
	TotHrs	39:30		

An employee is responsible for always maintaining possession of his/her ID badge for the purpose of clocking in/out. Employees must report lost badges or temporary misplacement of badges to their immediate supervisor. Failure or non-compliance with the district's timekeeping procedures shall be subject to appropriate disciplinary action.

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

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

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

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

Travel Expense Reimbursement

Policy DEE

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval in writing. For pre-approved travel and expenses, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule established by the district. After returning from pre-approved travel, employees must submit receipts, to the extent possible, to reconcile actual expenses with those expenses that were pre-approved to be reimbursed for allowable expenses other than mileage. Approval of leave for "School Business" does not equate to approval for coverage or reimbursement of travel costs and expenses. Travel costs and reimbursement must be pre-approved in writing by the employee's supervisor utilizing the forms and procedures established by the district.

Benefits Laws

Breaks for Expression of Breast Milk

Policies DEAB, DG

The District supports the practice of expressing breast milk and makes reasonable accommodations for the needs of employees who express breast milk (Nursing Mother). A place, other than a multiple-user bathroom, that is shielded from view and free from intrusion from other employees and the public where the employee can express breast milk will be provided.

A reasonable amount of break time will be provided when the employee has a need to express milk. Breaks of about 15 minutes every 3 hours may be necessary early on, but need will diminish as the child begins eating solid food. Nursing Mother/Employee must work with their supervisor to establish a reasonable break schedule for this purpose that should, whenever possible, run concurrently with any break and/or meal periods already designated for the Nursing Mother and/or worksite. For non-exempt employees, breaks longer than 15-20 minutes are unpaid, and therefore the employee must clock out. Prior to the need to express milk, the employee is to contact the Benefits Office to complete the Express Milk Schedule Request Form. The right to these breaks ends one year after the child's birth or when the employee has no need to express breast milk for the child, whichever occurs first.

The Providing Urgent Maternal Protections of Nursing Mothers Act (PUMP Act) requires an employee to notify the district if they believe the district is out of compliance in providing breaks for a nursing mother. The employee must give the district 10 days to come into compliance before making any claim of liability against the district. An employee with concerns of non-compliance should contact the Benefits Office at (972) 600 - 5211.

Pregnant Workers Fairness Act (PWFA)

The Pregnant Workers Fairness Act (PWFA) provides consideration of accommodations to employees who have known limitations related to pregnancy, childbirth, or related medical conditions. An employee seeking a PWFA accommodation should contact the Benefits Office at (972) 600 - 5211 to begin the interactive process.

Compensation and Benefits Policies

Salaries, Wages, and Stipends

Policies DEA, DEAA, DEAB

Employees are paid in accordance with administrative guidelines and an established pay structure. The district's pay plans are reviewed by the administration each year and adjusted as needed. All district positions are classified as exempt or non-exempt according to federal law. Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. Exempt employees are not entitled to overtime compensation and may be required to work over 40 hours per workweek, as required to complete the responsibilities and duties of their position. Other employees are generally classified as non-exempt and are paid an hourly wage or salary and receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek. (See Overtime Compensation, page 7.)

Classroom teachers, full-time librarians, full-time nurses, and full-time counselors will 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. Supplemental duty assignments paid via stipend may be ended at any time and employees do not have a property or contract right to such supplemental duty assignments or the associated stipend pay.

Employees should contact the Office of Human Resources for more information about the district's pay schedules or their own pay.

Annualized Compensation

Policy DEA

The district shall pay all exempt and non-exempt paraprofessional employees using an Annualized Salary Method over 12 months. Note: The annualized salary for a late hire shall be adjusted based on the remaining pay dates in the school year. An annualized salary is the *estimated* salary for a

school year based on a daily rate of pay; and the estimated number of days the employee is scheduled to work in a school year.

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

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

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

Non-exempt employees are paid on either an Annualized Salary Method or Direct Hourly Method. All non-exempt employees shall be paid based on the *actual number of hours* worked per workweek. Most 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:

Aides
Clerical
Secretarial
Technical (Campus Tech, Network Tech I, Service Desk, Telecommunication Tech, Cybersecurity Administrator non-degreed)

Employees paid on a Direct Hourly Method include:

Custodial
Maintenance
Food Service
Substitute auxiliary staff
Part-time, temporary, and seasonal staff
Transportation

The Annualized Salary Method is described and illustrated in a document titled, *Everything You Need to Know About Your Annualized Salary.* The document is available on the Compensation and Benefits web page under Salary Schedules (https://www.irvingisd.net/Page/605).

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 to compensate all non-exempt employees for every hour worked in any capacity for the district. What it does not require is that a non-exempt employee be paid for hours not worked due to the unavailability of work. Whether the district is closed for part of a day, part of a week, or a full week or more, the law does not require the district to pay non-exempt employees for time they did not work. In fact, if the district does pay a non-exempt employee for time not worked, the district may be challenged under the "gift of public funds" section of the Texas Constitution.

To mitigate violations of the Texas Constitution, the District shall not make non-FLSA required payments to exempt or non-exempt employees in the absence of a Board policy or resolution authorizing the expenditure of public funds for such purpose.

Pay During Closings – Days not scheduled to be made up

The Superintendent at times may elect to close school for a day(s) due to severe weather or other safety concerns, with the approval of the Board. Board Policy DEA Local states that:

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. [See EB for the authority to close schools].

Pay During Declared Disasters

After authorization by resolution or other Board action and in accordance with such authorization, non-exempt employees who are required to work during an emergency closing for a disaster, as declared by a federal, state, or local official or the Board, shall be paid at the rate of one and one-half times their regular rate of pay for all hours worked up to 40 hours per week. Overtime for time worked over 40 hours in a week shall be calculated and paid according to law.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a part-time, or less than half-time, basis without affecting their benefits according to TRS rules and state law. Senate Bill 202 (effective 2021-2022 school year) prohibits school districts from reducing the salary of a rehired TRS retiree who is subject to

the TRS surcharges. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS website (www.trs.state.tx.us). It shall be an employee's responsibility to verify the impact of work after retirement on their retirement annuity, if any.

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 "non-exempt" for purposes of compliance with the Fair Labor Standards Act (FLSA). The FLSA classification of each position shall be recorded on the job description for the position.

Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation and may be required to work over 40 hours per workweek, as required to complete the responsibilities and duties of their position. Professional employees may be eligible for extra duty pay or stipends for additional assignments.

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

FLSA Fact Sheet #7 FLSA for Local Governments



Pay Raises & Adjustments in Salary

The Superintendent shall recommend to the Board an amount for employee pay increases as part of the annual budget adoption process.

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

For example, a three percent (3%) increase for employees assigned to the PG 030 pay scale, would be calculated based on 3% of the midpoint hourly rate ($15.91), for an hourly increase of .48 cents. The hourly increase, multiplied by the workday and the number of days per year, will result in the estimated annual increase of $718.08 for a paraprofessional with an 8-hour workday scheduled to work 187 days per school year.

Example: $15.91 per hour [midpoint of PG 030] * .03 = $.48 per hour increase,
$.47 per hour increase * 8 hrs/day * 187 days/year = $718.08 annual pay increase.

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

The Superintendent may grant a pay increase to a non-contract 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, experience with the 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, experience with the district, and the salary level of similar employees shall be considered in determining the new pay rate.

Paychecks & Pay Dates

Irving ISD is a paperless district and requires employees to choose direct deposit or pay cards. Employees will have their paychecks electronically deposited into a designated account unless specific circumstances or law require otherwise.

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.

An employee's payroll statement contains detailed information, including deductions, withholding information, and the amount of leave accumulated. Employees should contact the Payroll Office for more information.

All professional and paraprofessional staff are paid on a 12-payment plan (Annualized Salary Method) and are paid on a **monthly basis**, generally around the 27th of the month. Non-exempt maintenance, custodial, and food service employees, as well as Guest Educators (substitutes), are paid on a **bi-weekly basis**. Pay date schedules are included in this Compensation Handbook and are posted on the district's website at the beginning of each school year.

Note: The district has implemented an exception to the 12-payment plan for new employees to the district hired on a 10-month calendar (this does not include bi-weekly employees). New hires that meet these requirements shall be provided an option to be paid an August check equal to $1,800.00 for professionals and $900.00 for paraprofessionals. Employees who elect this option shall authorize a deduction to their salary starting in September through August in the monthly amount $150.00 for professional employees and $75.00 for paraprofessional employees. In the event the employee leaves the district prior to paying back the full amount, their final payout check will be deducted for the remaining balance due.

If an employee separates from the district before completing their full work schedule, 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 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 Before Completing Work Schedule

The final check for all employees will typically be in the month following the separation date.

Final Paycheck at End of School Year Separation

10- month employees: Last paycheck and benefits end in August

11- month employees: Last paycheck and benefits end in July

12- month employees: Last paycheck and benefits end in June

The final paychecks for retirements at any time other than the end of the school year will be in the month following the separation date.

All employees who plan to separate from the district shall complete an Exit Form with the Human Resources Department.

In addition, if an employee is retiring through the Teacher Retirement System, the Payroll Department must ensure that the appropriate TRS form(s) are submitted by the retiree and completed and submitted on behalf of the employee to TRS.

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

2024-2025
Monthly Payroll Calendar

S	M	T	W	R	F	S
July 2024					Days	22
	1	2	3	H	ES	6
7	8	9	10	11	ES	13
14	15	16	17	18	ES	20
21	22	23	24	$	ES	27
28	29	30	31			
August 2024					Days	22
				1	2	3
4	H	6	7	8	WD	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 $		28	29	30	31
September 2024					Days	20
1	H	3	4	5	6	7
8	9	10	11	12	WD	14
15	16	17	18	19	20	21
22	23	24	25	26	$	28
29	30					
October 2024					Days	23
		1	2	3	4	5
6	7	8	9	10	H	12
13	H	15	16	17	18	19
20	21	22	23	24	$/WD	26
27	28	29	30	31		
November 2024					Days	18
					1	2
3	4	H	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	$	23
24	H	H	H	H	H	30
December 2024					Days	15
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	$	19	20	21
22	H	H	H	H	H	28
29	H	H				

$ = PAYDAY



S	M	T	W	R	F	S
January 2025					Days	19
			H	H	H	4
5	WD	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	$	23	24	25
26	27	28	29	30	31	
February 2025					Days	20
						1
2	3	4	5	6	WD	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	$	28	
March 2025					Days	16
						1
2	3	4	5	6	7	8
9	H	H	H	H	H	15
16	17	18	19	20	21	22
23	24	25	26	$	WD	29
30	31					
April 2025					Days	21
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	H	19
20	H	22	23	24	$	26
27	28	29	30			
May 2025					Days	21
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	$	28	29	WD	31
June 2025					Days	21
1	2	3	4	5	ES	7
8	9	10	11	12	ES	14
15	16	17	18	19	ES	21
22	23	24	25	$	ES	28
29	30					

H	Holiday
SD	Professional Development / Exchange (Instructional only)
WD	Teacher Work Day
ES	Energy Savings

August 5, October 11 & 14, November 5, 25 & 26, February 17, April 21 are not Holidays for 230 work calendar employees

230 work calendar employees are awarded 8 Non-Duty days in 2024-25

238 total workdays

2024-2025 BW-Payroll Calendar

S	M	T	W	THR	F	S
July 2024					Days	22
	1	2	3	H/4	B1	6
7	8	9	10	11	X	13
14	15	16	17	18	B2	20
21	22	23	24	25	X	27
28	29	30	31			
August 2024					Days	22
				1	B1	3
4	5	6	7	8	X	10
11	12	13	14	15	B2	17
18	19	20	21	22	X	24
25	26	27	28	29	B3	31
September 2024					Days	20
1	H/2	3	4	5	X	7
8	9	10	11	12	B1	14
15	16	17	18	19	X	21
22	23	24	25	26	B2	28
29	30					
October 2024					Days	23
		1	2	3	X	5
6	7	8	9	10	B1	12
13	14	15	16	17	X	19
20	21	22	23	24	B2	26
27	28	29	30	31		
November 2024					Days	19
					X	2
3	4	5	6	7	B1	9
10	11	12	13	14	X	16
17	18	19	20	21	B2	23
24	25	26	27	H/28	H/X	30
December 2024					Days	20
1	2	3	4	5	B1	7
8	9	10	11	12	X	14
15	16	17	18	19	B2	21
22	23	H/24	H/25	26	X	28
29	30	31				

Begin	End	Warrant	Check
6/1/2024	6/14/2024	2406B2	6/21/2024
6/15/2024	6/28/2024	2407B1	7/5/2024
6/29/2024	7/12/2024	2407B2	7/19/2024
7/13/2024	7/26/2024	2408B1	8/2/2024
7/27/2024	8/9/2024	2408B2	8/16/2024
8/10/2024	8/23/2024	2408B3	8/30/2024
8/24/2024	9/6/2024	2409B1	9/13/2024
9/7/2024	9/20/2024	2409B2	9/27/2024
9/21/2024	10/4/2024	2410B1	10/11/2024
10/5/2024	10/18/2024	2410B2	10/25/2024
10/19/2024	11/1/2024	2411B1	11/8/2024
11/2/2024	11/15/2024	2411B2	11/22/2024
11/16/2024	11/29/2024	2412B1	12/6/2024
11/30/2024	12/13/2024	2412B2	12/20/2024
12/14/2024	12/27/2024	2501B1	1/3/2025
12/28/2024	1/10/2025	2501B2	1/17/2025
1/11/2025	1/24/2025	2501B3	1/31/2025
1/25/2025	2/7/2025	2502B1	2/14/2025
2/8/2025	2/21/2025	2502B2	2/28/2025
2/22/2025	3/7/2025	2503B1	3/14/2025
3/8/2025	3/21/2025	2503B2	3/28/2025
3/22/2025	4/4/2025	2504B1	4/11/2025
4/5/2025	4/18/2025	2504B2	4/25/2025
4/19/2025	5/2/2025	2505B1	5/9/2025
5/3/2025	5/16/2025	2505B2	5/23/2025
5/17/2025	5/30/2025	2506B1	6/6/2025
5/31/2025	6/13/2025	2506B2	6/20/2025
6/14/2025	6/27/2025	2507B1	7/3/2025

S	M	T	W	THR	F	S
January 2025					Days	22
				H/1	B1	4
5	6	7	8	9	X	11
12	13	14	15	16	B2	18
19	20	21	22	23	X	25
26	27	28	29	30	B3	
February 2025					Days	20
						1
2	3	4	5	6	X	8
9	10	11	12	13	B1	15
16	17	18	19	20	X	22
23	24	25	26	27	B2	
March 2025					Days	21
						1
2	3	4	5	6	X	8
9	10	11	12	13	B1	15
16	17	18	19	20	X	22
23	24	25	26	27	B2	29
30	31					
April 2025						22
		1	2	3	X	5
6	7	8	9	10	B1	12
13	14	15	16	17	X	19
20	21	22	23	24	B2	26
27	28	29	30			
May 2025					Days	21
				1	X	3
4	5	6	7	8	B1	10
11	12	13	14	15	X	17
18	19	20	21	22	B2	24
25	H/26	27	28	29	X	31
June 2025					Days	21
1	2	3	4	5	B1	7
8	9	10	11	12	X	14
15	16	17	18	19	B2	21
22	23	24	25	26	X	28
29	30					

X = Pay period ends

Deadline for entries in Kronos is Monday at 5pm After Cutoff X

Deadline for entries in Munis Tuesday 12Noon After Cutoff X

Bn = PAY DAY

H Holiday

TOTAL DAYS

253 + 8 Holid = 260

Payroll Direct Deposit

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

Payroll Deductions

Policy CFEA

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

- Teacher Retirement System of Texas (TRS)* or FICA Alternative 457b
- Medicare, and
- Federal income tax
- Child support and spousal maintenance, if applicable
- Delinquent federal education loan payments, if applicable

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

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

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

Overpayments

Employees are not entitled to any funds the district overpays. An overpayment occurs if an employee is paid more than the amount the employee should have been paid under the assigned pay grade and applicable supplemental pay. If an overpayment is reported in the current fiscal year, a payment plan will be developed to recoup the payment. Generally, an overpayment will be paid in one pay cycle. However, if this creates an undue hardship for the employee, the district has the discretion to develop a plan for regular payroll deductions in the same fiscal year. An agreement between an employee and the district must be in place in order to deduct any overpayment.

Verification of Pay

The Payroll Department makes every effort to ensure that an employee's pay, leave, and other information are correct. Unfortunately, mistakes can occur. *It is the employee's responsibility to*

review the payroll information on their pay stub each pay date for accuracy, including but not limited to compensation, leave, federal withholding status, and deductions.

Workweek for Overtime Purposes

For purposes of FLSA compliance, the workweek for District employees shall be 12:00 a.m. Saturday and ends 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-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year, designating the work schedule for teachers as well as 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 of 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 is available. As exempt employees, teachers may be required to work more than 40 hours per week to, among other things, complete their professional responsibilities, attend training and/or meetings, and perform the duties of their position.

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

Work Schedules 2024-2025 ***(https://www.irvingisd.net/Page/3227)***

Salary Schedules

The district has adopted a midpoint salary schedule system. The salary schedule comprises six (6) job classifications: Administrative/Professional, Paraprofessionals, Technical, Facilities, Food/Nutrition Services, and Transportation.

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 placement above the midpoint requires Superintendent or designee approval.

In addition, each job classification contains up to twelve (12) pay grades. The pay grades represent the opportunity for employee advancement within the job classification. For example, in the Food and Nutrition Services Department, there are four (4) opportunities for advancement within the job classification: Food Service Worker, Food Service Manager Trainee, Food Service Manager, and Food Service Supervisor.

All positions shall be assigned a pay grade on the district's Salary Schedule. All exempt positions shall be assigned to the AP – Administrative/Professional Job Classification. Non-exempt positions shall be assigned to the Paraprofessional, Facilities, and Food and Nutrition Services Job Classification. The Technical Salary Schedule includes exempt and non-exempt positions. Pay ranges on the Salary Schedule allow for initial placement on the scale between the minimum and midpoint salary. The initial placement shall be based on the employee's job-related work experience, local experience with the district, and the placement of employees in similar positions and shall occur at the time of the employee's hire. For purposes of initial placement on the salary schedule, the term "hire," shall include not only the hiring of a new employee into a position but also the promotion, demotion, or reclassification of an existing employee into a new position.

Newly established jobs should be analyzed, and range assignments 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. This annual review process does not impact an individual employee's placement on the salary schedule but may impact the salary amounts associated with a given position. 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.

Irving ISD Salary Schedules and Supplemental Duty Pay for 2024-2025 (https://www.irvingisd.net/Page/605)

Classification/Differential Pay for Guest Educators (Substitutes)

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

All substitutes for support personnel shall be paid at least the Federal minimum wage hourly rate. The rate shall be established and posted on the district's salary schedule. A list of approved substitutes shall be maintained by an HR Administrator and distributed to each operational area supervisor or director.

For information about incentives and differential pay for Substitutes (Guest Educators), please refer to the Board-approved salary schedule.

Initial Placement on Salary Schedule

Initial placement on the salary schedule shall be based on the guidelines below and shall be based on the prior employment information reported by the employee on the job application prior to hire. Acceptable documentation shall include:

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

It is the responsibility of the employee to submit original service records to Irving ISD. Also, it is the responsibility of the issuing school district and the employee to ensure that service records are true and correct and that all service recorded on the service record is accurate. Copies will not be accepted.

- The service records can also be electronically sent directly from the previous district or educational institution to the Human Resources/Employee Services Department at servicerecords@irvingisd.net. Employee service records must be notarized if they are not received directly from the previous district or educational institution as the official document of record.

- Employees who provide service records with verifiable, creditable experience may receive additional salary if service records are submitted via servicerecords@irvingisd.net **no later than 5:00 pm by the last day of their assigned work calendar, following the hire date of the current school year**. **Service records received after the last day of the assigned work calendar of the current school year hired will not qualify for/or receive retroactive payment**. Service records received after this date that qualify for a salary adjustment will be processed at the beginning of the new [next] school year.

Only experience earned in a Texas public school district will be used to place the employee on the salary schedule. Other experiences, such as private school, out-of-state/county, and private sector experience, will be used to place the employee on the salary schedule only after receipt of acceptable, verifiable 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, Librarians, and Counselors

Hiring rates for classroom teachers, nurses, librarians, and counselors 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 and counselor hiring salary schedule. Additional information regarding the calculation of creditable years of service for certified CTE teachers is included below.

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

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

- Substitute teachers - *Beginning with the 1998-1999 school year, a certified substitute teacher, as defined in subsection (a) of the TAC, employed in an entity recognized for years of service as prescribed by subsection (g) of this section is eligible for creditable service, provided that the educator held a valid Texas teaching certificate or a valid teaching certificate from the state where the school is located at the time the service was earned. All eligible prior-year service in this area can be claimed for placement on the 1998-1999 minimum salary schedule. This also applies to out-of-state substitute teaching experience. It does not apply to out-of-country substitute experience*.

- 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.

Career and Technical Education Teachers

Effective since the 2022-2023 school year, certified Career and Technology Education (CTE) teachers (including ROTC) employed for at least 50% of the time in an approved career and technology position may be granted credit for work experience that is directly related to the career and technical field in which they are currently teaching.

- 1 year of placement credit on the teacher scale for every 1 full year of related experience up to 10 years (1:1 credit); and
- 1 year of placement credit on the teacher scale for every 2 full years of related experience for more than 10 years (1:2 credit) up to 20 years.

Example: Salary placement for a health sciences teacher with 12 full years of previous nursing experience:

1:1 credit up to 10 years	= 10 years
1:2 credit for years 11 and 12	= 1 year
	= 11 years of credit

Certified CTE teachers (including ROTC), hired prior to the 2022-2023 school year employed for at least 50% of the time in Marketing, Health Science, or Trade and Industrial Education in an approved CTE position may be granted credit for two years of full-time wage-earning experience in their occupational field. Experience must be verified through a Statement of Qualifications completed by the educator preparation program. As with all other district positions, the calculation of creditable years of service for placement of employees on the salary schedule occurs at the time of hire.

Resources:
https://tea.texas.gov/texas-educators/certification/career-and-technical-education-cte/career-and-technical-education

https://tea.texas.gov/texas-educators/certification/career-and-technical-education-cte/certification-by-exam-requiring-a-statement-of-qualifications-soq

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, librarians, and counselors 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 appropriate for the credited years of experience noted below:

    a. Job-specific experience shall be on a year-for-year (1:1) ratio. Credit may be given for similar job experience at a one-year for every two years (1:2) ratio.
    b. Teachers promoted to a campus or central administrator shall be given credit on a one-year for every two years (1:2) ratio, when possible.
    c. School Substitute experience shall be on a year-for-year (1:1) ratio with proof of working at least 90 full days in a school year. Such experience must be verified on a service record or district letterhead (Public, Private, Charter).

3. New hires with a non-Texas school district, private sector job-specific experience, or special skills may be hired at a rate that is appropriate for the credited years of experience and shall be determined on an individual basis. The starting pay may also be determined with consideration given to each new employee's qualifications for the job and previous salary history.
4. Whenever possible, new employees will not start at pay rates above other district employees with comparable experience in the same position.
5. Salary credit for work experience that is directly job-related will generally be given in accordance with the district's compensation plan.
6. All starting salaries above the midpoint of a pay range must be approved by the Superintendent or designee.

Salary Differentials – College Degree and/or College Hours

Teachers

Teachers who have earned a master's degree, as evidenced by an official transcript, shall be placed on the Teacher Master's Salary Schedule. Teachers who have earned a Doctorate Degree shall be placed on the Teacher Doctorate Salary Schedule. **The date Human Resources received the conferred degree shall be used to prorate the salary differential for teachers who acquire an additional degree during the school year.** New teacher hires shall present their official transcript showing their master's or doctorate degree within 30 days of hire to receive the additional salary. Teachers who receive an advanced degree mid-year shall present their official transcript within 30 days of the degree being conferred to receive the additional salary. **Transcipts received after the last day of the employee's assigned work calendar of the current school year hired will not qualify for/or recieve retroactive payment**. The salary adjustment will be processed at the beginning of the new [next] school year.

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 in the KRONOS timekeeping system and shall be balanced on a weekly basis. The rate of pay shall be in accordance with the district's **Stipend and Extra Duty Pay Schedule** and shall include the appropriate budget code number.

2. Non-exempt employees shall record all work hours via the district's timekeeping system. Work hours in excess of 40 hours per workweek shall be compensated at 1 ½ times their regular rate of pay *or* accrued at 1 ½ times as compensatory time, as appropriate.

3. Professional staff shall earn supplemental compensation for designing and facilitating district-wide professional learning directly tied to classroom learning and programs. Eligibility for earning supplemental compensation must meet the following criteria:

    a. The professional staff is a full-time, active employee of the district.
    b. Supplemental duties are performed outside of the employee's normal duty day or calendar contract day.
    c. Is pre-approved and authorized by the coordinating department and human resources.
    d. The employee must submit a time log documenting time spent planning and facilitating professional learning.
    e. An employee who earns supplemental compensation cannot also earn Required PL Exchange credit for the same project.
    f. No district employee shall attend professional development training at the district's expense **after** they have submitted their letter of resignation. Note: It shall be the employee's responsibility to immediately notify their administrative supervisor if they have been scheduled to attend professional development training after submitting their letter of resignation. The employee shall also immediately return any travel funds and travel credit card. If an employee attends professional development **after** their resignation, they shall be responsible for repayment to the district of all registration and travel expenses, or they shall have the funds deducted from their final paycheck.

4. Extra duty pay for **curriculum writing** shall be pre-approved by the respective campus or central administrative supervisor and the Human Resources Department. Professional employees shall be notified, in writing, that if they elect to voluntarily resign after completing the curriculum writing project(s), they **will not** be paid unless they submit the completed curriculum in a digital format to their administrative supervisor. After review and approval of the curriculum, the administrative supervisor shall submit a request for supplemental pay to the Payroll Department in accordance with the established deadlines. Note: Non-exempt staff shall not be assigned to write curriculum.

    a. No district employee shall perform any curriculum writing projects **after** they have submitted their letter of resignation. **Note: There shall be no extra duty pay for either professional or non-exempt employees after they have ceased to be employees of the district.**

Stipend Pay

1. For pre-approved annual stipends, such as athletic coaches, club sponsors, department heads, grade level heads, etc., the campus principal (or administrator) shall identify each individual who is to receive a stipend by submitting a list of stipends and the recommended individual to the Human Resources office. A master list of the recommendations shall be due by the date provided by Human Resources (in the month of August).

2. The Campus Principal shall submit changes to stipend assignments using the online Personnel Action Form (PAF) to Human Resources as they occur.

3. The Campus Principal (or administrator) shall monitor the performance of the assignments. Assignment expectations, such as conducting club meetings 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 satisfactorily or the needs of the campus change, the campus principal may recommend to Human Resources to terminate the stipend duty, pay a prorated amount for the time lapsed, and reassign the duty to another staff member. The new staff member approved to take the re-assigned duty would only receive the balance of the annual stipend amount.

4. Stipends and extra duty pay paid with federal funds shall be subject to approval from the Grants Administrator, as appropriate.

5. All stipends and extra duty pay rates shall be approved by the School Board on the **Employee Salary Schedule**.

6. No extra duty assignment shall be assigned to a staff member without the approval of the Superintendent or designee. Retroactive payments will not be made for work performed prior to the approval of the extra duty pay assignment [except as provided in item 1 above for pre-approved annual stipends].

7. 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 or designee. The additional salary expense must be included in the appropriate salary budget code(s).

8. Changes to stipend assignments, if any, during the school year, shall be promptly submitted by the campus principal or administrator, as appropriate, to Human Resources via electronic Personnel Action Form (PAF). The campus principal or administrator is responsible for communicating stipend assignment changes to impacted employees.

Supplemental Pay/Stipends – Non-Exempt Staff

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

Food Service employees attending annual training in the areas of sanitation, food safety or other job-related training shall be paid their normal rate of pay.

As a general rule, non-exempt staff shall not be scheduled to receive an annual stipend for co-curricular or extracurricular duties.

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

Performance Pay – Teacher Incentive Allotment

For any funds received by Irving ISD for a designated teacher under the Teacher Incentive Allotment (TIA), ninety (*90)* percent will be paid to the designated teacher. The remaining ten (*10)* percent will be used for administrative expenses and professional development. Should the district receive funding for a designated teacher who has resigned or retired, the district will forward payment to the resigned or retired teacher as soon as practicable. TIA payments will be made by August 31st.

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 1 through August 31.**

If any questions arise regarding Benefits, please contact the Benefits Assistant at 972-600-5241 or via email at: HR-CompAndBenefits@irvingisd.net.

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. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week (non-TRS members are not eligible for the district insurance contribution)

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees during their open enrollment on *mybenefitshub.com/irvingisd*. Information is also available on the Compensation and Benefits website. Employees should contact the Benefits Assistant at 972-600-5241 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.

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

Employer-provided group health, telehealth, and life insurance coverage and benefits will terminate at the end of the month of separation.

Separation at the end of the school year will extend insurance coverage to August 31 if the employee has completed their entire work schedule for that school year. 11-month and 12-month employees who wish to extend their health and supplemental benefits through August 31 will need to submit a request in writing to the Benefits Office. Otherwise, benefits will end in the month in which the final paycheck is received.

Supplemental Insurance
Policy CRD

At their own expense, employees may enroll in approved supplemental insurance programs for dental, vision, short-term disability, individual life, hospital, intensive care, and cancer. Premiums for these programs can be paid by payroll deduction. Employees should contact the Benefits Assistant for more information.

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

Benefit	Eligible Employees	Amount	Taxable
Cell phone allowance	*Division Chiefs, Legal Counsel, Senior/Executive Staff, Principals, Managerial Staff, Other	Varies	Yes
Clothing – District-required uniforms not suitable for everyday wear (Auxiliary Staff)	Auxiliary staff	Varies	No
De Minimis Awards or Property – nominal value and infrequent such as shirts, tote bags, coolers, snacks, meals, etc.	All staff	Less than $25	No
Educational Reimbursements and allowances – Graduate tuition reimbursement program	Staff pursuing teacher certification in critical shortage areas	Varies	No
Group Term Life under $50,000	All eligible staff	Varies	No
Prizes (noncash or cash equivalent)	All staff	Less than $25 value	No
Prizes (noncash or cash equivalent)	All staff	$25 or more	Yes
Travel expenses – meals, lodging, etc – accountable and substantiated with receipts or signed certification of actual costs	All staff	Varies	No
Travel allowance or district-provided vehicle	Superintendent	Varies	Yes

*Employees are eligible for the cell phone allowance if one or more of the following criteria are met *(funds will be deducted from the department's annual budget; therefore, this must be approved by the Division Leader or the Division Leader's supervisor - whichever is higher ranking in authority)*:

Power Usage (e.g. Division Chiefs/Legal Counsel/Principals)

- The employee's job requires them to be accessible outside of scheduled or normal working hours (24 hours/7 days per week).
- The employee's job requires wireless data and internet access that is not available through existing work equipment.
- The employee is a designated first responder for campus/district emergencies.

Regular Usage (e.g. Other Executive Staff/Assistant Principals)

- The employee's job routinely requires them to be accessible outside of scheduled or normal working hours (on average 4 to 5 days per week).
- The employee's job requires wireless data and internet access that is not available through existing work equipment.

Occasional Usage (e.g. Other Managerial Staff)

- The employee's job occasionally requires them to be accessible outside of scheduled or normal working hours (on average 2 to 3 days per week).
- The employee's job requires wireless data and internet access that is not available through existing work equipment.

The cell phone allowance will be terminated if an employee obtains a district-owned cell phone.

Summary of Employee Benefits and Deductions

Benefit	Eligible Employee	Amount	Paid By
MANDATORY DEDUCTIONS			
Medicare	All employees, including Substitutes, Retirees and Temporary Employees (pay into Medicare, except for employees hired prior to April 1, 1986)	.0145 of gross wages .0145 of gross wages	District Employee
Workers' Compensation	All employees, including Substitutes and Temporary Employees	.055 of gross wages	District
Unemployment Compensation	All employees, including Substitutes and Temporary Employees	.0005 of gross wages	District
Teacher Retirement	All employees (except TRS retirees), who work no less than 20 hours per week	.08 of gross wages .08 of gross wages	State Employee
Teacher Retirement Insurance	All employees (except TRS retirees), who work no less than 20 hours per week	.065 of gross wages (Employee portion) .075 of gross wages (District portion)	Employee District
Federal Withholding Tax	All employees, including Substitutes and Temporary Employees	Anyone who makes more than $600	Employee
Federal Insurance Contributions Act (FICA) Tax	All employees working less than 20 hours per week	.075 of gross wages	Employee
VOLUNTARY DEDUCTIONS			

Health Plan (TRS ActiveCare)	All employees eligible for TRS (working no less than 20 hours per week), excluding TRS retirees	$400 per month	District
	Substitute employees shall be offered insurance at the beginning of each school year.*	No district contribution will be provided.	Substitute Employee
Group Life	All employees working 20 hours or more per week (excludes substitute, temporary)	$0.54 per month for $12,000 coverage	District (E/O only)
Dental	All employees working 20 hours or more per week (excludes substitute, temporary)	Rates vary with plan options	Employee
State Personal Leave	All full-time employees	Up to 5 days based on days employed (days accumulate with a maximum 5 days per year)	District
	Part-time employees scheduled to work at least 20 hour per week	Up to 12 hours based on days employed	District
Local Sick Leave	All full-time employees	Up to 7 days based on working days and number of months employed (days accumulate with a maximum 7 days per year in accordance with Administrative Regs)	District
	Part-time employees scheduled to work at least 20 hour per week for at least 4.5 consecutive months	Up to 12 hours based on days employed	District
State Sick Leave	All employees who earned state sick leave prior to September 1, 1995, and have carried a balance of days forward	The number of days carried forward	District
Non-Duty Days	Only 230 workday employees are eligible	Varies depending on workdays in a fiscal year from July 1 to June 30	District
Vacation Days	Only 261 workday employees are eligible	Up to 10 days based on working days and number of months employed (days accumulated with a maximum 10 days per year in accordance with Administrative Regs)	District
Family and Medical Leave (FMLA)	Employees working 12 consecutive months and at least 1,250 hours over the past twelve (12) months and qualifying event	12 work weeks per year of job protection (unpaid leave) without loss of any employment benefit accrued prior to the beginning of leave	N/A
Cancer Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Disability Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Vision Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Permanent Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee

Voluntary Group Term Life Insurance	Employees working 20 hours or more per week	Rates vary with plan options	Employee
Flexible Spending Account	Employees working 20 hours or more per week	Determined by employee	Employee
Health Savings Account	Employees working 20 hours or more per week	Determined by employee	Employee
403(b)/457(b) 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.

Cafeteria Plan Benefits (Section 125)

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit. This plan enables eligible employees to pay certain insurance premiums on a pretax basis (i.e., medical, vision, cancer and dread disease, and dental). A third-party administrator handles employee claims made on these accounts.

New employees must accept or reject this benefit during their first month of employment. All employees must accept or reject this benefit on an annual basis and during the specified time period.

Workers' Compensation Insurance

Policy CRE

The district, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. The district is officially recognized by the State of Texas as providing coverage under a self-insurance program for workers' compensation coverage, effective September 1, 1992, and the program is administered by an independent third-party administrator.

Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the Risk Management Office. Employees who are unable to work because of a work-related injury will be notified of their rights and responsibilities under the Texas Labor Code. See Workers' Compensation Benefits, page 49 for information on use of paid leave for such absences. Refer to the Risk Management Department website for more information.

Unemployment Compensation Insurance

Policy CRF

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Risk Management Department.

Teacher Retirement

All personnel employed on a regular basis for at least four and one-half months are members of the Teacher Retirement System of Texas (TRS). Guest Educators not receiving TRS service retirement benefits who work at least 90 days a year are eligible to purchase a year of creditable service in TRS, once employed in an eligible position. TRS provides members with an annual statement of their account showing all deposits and the total account balance for the year ending August 31, as well as an estimate of their retirement benefits.

Employees who plan to retire under TRS should notify their supervisor and the Office of Human Resources as soon as possible. Information on the application procedures for TRS benefits is available from TRS at Teacher Retirement System of Texas, 1000 Red River Street, Austin, TX 78701-2698, or call 800-223-8778 or 512-542-6400. TRS information is also available on the website (www.trs.texas.gov). See page 17 for information on restrictions of employment for retirees in Texas public schools.

Reimbursement of Local Leave Upon Retirement

Policy DEC

The following leave provisions shall apply to local leave earned beginning on the original effective date of this program. An employee who retires from the district shall be eligible for payment for accumulated local leave* and/or Exemplary Attendance Days under the following conditions:

1. The employee is retiring from TRS voluntarily and is not being discharged or non-renewed from Irving ISD.
2. The employee provides advance written notice of intent to retire to the Office of Human Resources by the last Monday of November (mid-year retirement) or the first Monday of March (end-of-year retirement).
3. The employee is eligible for retirement benefits from the Teacher Retirement System of Texas (TRS).
4. The effective date of the resignation is the employee's last workday as scheduled on the employment dates of the school calendar.
5. The employee seeking reimbursement for local sick leave must have a balance of at least 15 state personal leave days. Please note that once the employee and supervisor have signed the Leave Request Form, it may not be changed. (i.e., an employee cannot elect to

use sick days and later request to change them to personal days. These requests will be denied.) It is the responsibility of the employee to verify the absences are reported correctly.

6. All Exemplary Attendance Days are eligible for buyback upon retirement.

**Unused non-duty days are not eligible for reimbursement*

The employee shall receive payment for each day of local leave at a rate of $100 per day up to a maximum of 60 days, and Exemplary Attendance days may be sold in addition to local days at the same rate. The employee's balance of local leave shall be reduced to zero upon payment.

The rate established by the Board shall be in effect until the Board adopts a new rate. Any changes to the rate shall apply beginning with the school year following the adoption of the rate change.

Exceptions**:** After the first Monday of March, requests for reimbursement of leave upon retirement shall be considered for approval by the Superintendent or designee only for reasons due to extenuating circumstances.

Holidays

Irving ISD provides regular full-time Facilities, Grounds, Operations, Security, Transportation, Warehouse, and Science Center employees who are scheduled to work 261 days during the District's fiscal year with 8 regular plus 2 floating holidays as scheduled by the Superintendent or designee. Employees who are still in their 30-day probationary period are not eligible for holiday pay. At the completion of the 30-day evaluation period, employees are eligible for fixed holiday pay only. All holidays must be taken in full-day increments. The Security and Operations division, because of the nature of their work, follows different guidelines for the use of holidays. Questions from security or operations employees should be directed to the department director.

- Two [2] of the ten [10] holidays will be designated as floating holidays.
- New employees must wait 6 months following the date of placement as a regular employee before taking floating holidays.

The use of paid holidays will be according to procedures developed by department directors and in keeping with the different staffing needs of the various departments.

In order to receive holiday pay, an employee must have been paid for the day immediately before and the day immediately following the holiday. The pay can be for regular pay, sick leave pay, vacation pay, or pay received from the Sick Leave Bank. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) multiplied by the number of hours the employee would otherwise have worked on that day. Paid holiday and floating holiday hours count toward the computation of overtime.

Leave and Absence Management

Policies DEC, DECA, DECB

The district offers employees paid and unpaid leaves of absence in times of personal need. This handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who expect to be absent for an extended period of more than five days should call the Human Resources Benefits office for information about applicable leave benefits, payment of insurance premiums, and requirements for communicating with the district.

Use of Leave

Leave is available for the employee's use in accordance with Board Policy DEC (LOCAL). State personal leave is earned at a rate of 5 state personal days for full-time employees. Local leave is earned over the course of an employee's contract and is based on the length of the employee's contract: 5 days for 10-month employees, 6 days for 11-month employees, or 7 days for 12-month employees. See Local Leave below for more information. Local leave is posted on either July 1 for 12-month positions, August 1 for 11-month positions, or September 1 for 10-month positions. If an employee leaves the district before the end of the work year, the cost of any unearned leave days taken shall be deducted from the employee's final paycheck.

Paid leave must be used in four (4) hour increments (half day A.M. or half day P.M.) for positions which normally require a substitute, even if a substitute is not employed. Earned comp time must be used before any available paid state and local leave. Unless an employee requests a different order, available paid state and local leave will be used in the following order:

- Local Sick
- State Sick (if available)
- State Personal
- Exemplary Attendance

Employees must follow district and department or campus procedures to report or request any leave of absence and complete the appropriate form or certification. Please note that once the employee and supervisor have signed the Leave Request Form, it may not be changed. (i.e., an employee cannot elect to use sick days and later request to change them to personal days. These requests will be denied.) It is the responsibility of the employee to verify the absences are reported correctly.

Immediate Family. For purposes of leave other than Family Medical Leave under the FMLA, immediate family is defined as the following:

- 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 another 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

For purposes of Family Medical Leave under the FMLA, the definition of family is limited to a spouse, parent, son, or daughter, and next of kin. The definition of these is found in Policy DECA (LEGAL).

Medical Certification

Any employee, who is absent five (5) or more days because of a personal or family illness, must submit a medical certification from a qualified health care provider confirming the specific dates of the illness, the reason for the illness, and—in the case of personal illness—the employee's fitness to return to work.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits covered employers from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we ask that employees and healthcare providers do not provide any genetic information in any medical certification. 'Genetic information,' as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member, or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Continuation of Health Insurance

Employees, on an approved leave of absence other than Family Medical Leave through the FMLA, may continue their insurance benefits at their own expense. Health insurance benefits for employees on paid leave and leave designated under the Family and Medical Leave Act will be paid by the district as they were prior to the leave. Otherwise, the district does not pay any portion of insurance premiums for employees who are on unpaid leave.

Under TRS-Active Care rules, an employee is no longer eligible for insurance through the district after six months of unpaid leave other than Family Medical Leave through the FMLA. If an employee's unpaid leave extends for more than six months, the district will provide the employee with notice of COBRA rights.

Personal Leave

State law entitles all full-time employees to five days of paid personal leave per year. Personal leave is available for use at the beginning of the year. A day of personal leave is equivalent to the

number of hours per day in an employee's usual assignment, whether full-time or part-time. State personal leave accumulates without limit, is transferable to other Texas school districts, and generally transfers to education service centers. Personal leave may be used for two general purposes: non-discretionary and discretionary.

- Non-discretionary (Local and State Sick)**.** Leave taken for personal or family illness, family emergency, a death in the family, or active military service is considered non-discretionary leave. Reasons for this type of leave allow very little, if any, advance planning. Non-discretionary leave may be used in the same manner as state sick leave.

- Discretionary (State Personal). Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. An employee wishing to take discretionary personal leave must submit a request to his or her principal or supervisor five (5) days in advance of the anticipated absence. The effect of the employee's absence on the educational program or department operations, as well as the availability of Guest Educators, will be considered by the principal or supervisor.

- Guidelines for Use of Discretionary Personal Leave. The use of discretionary personal leave is limited to a maximum of five (5) days per school year, with no more than three (3) consecutive days. Discretionary personal leave may not be used on:

    - The day before or after designated holidays
    - Professional, staff learning and/or purposeful planning days
    - First or last day of school
    - End of semester, or year-end exams
    - Standardized, state testing dates

    If a need arises to take discretionary personal leave that exceeds the above limits and/or aforementioned restricted days, a **Request for Personal Leave Exception** form (available at www.irvingisd.net/hr) must be completed; these types of requests cannot be requested via the Request for Leave & Absence form. There is no guarantee that a Request for Personal Leave Exception will be granted or that, if an exception for leave is granted, it will be authorized as paid leave.

- Leave Proration. If an employee separates from employment with the district before his or her last duty day of the year or begins employment after the first duty day, state personal leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of state personal leave the employee used beyond his or her pro-rata entitlement for the school year.

State Sick Leave

State sick leave accumulated before 1995 is available for use and may be transferred to other school districts in Texas. State sick leave can be used only in half or full-day increments, except

when coordinated with family and medical leave taken on an intermittent or reduced-schedule basis or when coordinated with workers' compensation benefits.

State sick leave may be used for the following reasons only:

- Employee illness
- Illness in the employee's immediate family
- Family emergency (i.e., natural disasters or life-threatening situations)
- Death in the immediate family
- Active military service

Local Leave

The District provides additional sick leave beyond the state minimum leave program. All employees shall earn paid local leave each year at the rate of one-half leave day for each eighteen (18) days of employment for the first 180 workdays of the employment year. One day shall then be earned for each twenty-two (22) workdays of the employment year, up to the maximum given for each type of position. Paid local leave shall be available as follows:

- An employee in a ten-month position, or who normally works less than 202 days, shall earn five paid local leave days per year.
- An employee in an 11-month position, or who normally works between 202 and 224 days, shall earn six paid local leave days per year. This shall include 11-month custodians.
- An employee in a 12-month position, or who normally works more than 224 days, shall earn seven paid local leave days per year.

Local leave shall only be used for the same terms and conditions of state sick leave accumulated before the 1995-96 school year. Local leave shall accumulate to a maximum of sixty (60) days and have no cash value except through the buy-back program at retirement.

Leave Proration**.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, local sick leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of local sick leave the employee used beyond his or her pro rata entitlement for the school year.

School Business Leave

Most school business absences occur when campus/district administrators request for their employees to attend an event/conference. All school business leave must be pre-approved in writing by the employee's supervisor before the date of the absence. Approval of leave for school business does not equate to approval for coverage or reimbursement of travel costs and expenses. Travel costs must be pre-approved in writing by the employee's supervisor utilizing the forms and procedures established by the district. For additional information regarding coverage or reimbursement of travel costs, please refer to Policy DEE.

Vacation

Policy DED

A District employee who is employed in a 261-day position with one or more years of continuous employment shall be granted ten working days of paid vacation per year. An eligible employee who has completed at least six months but less than one year of employment shall be granted 5/6 of a working day of paid vacation for each month of employment.

An employee must be employed a minimum of six months before taking vacation days. All earned vacation days must be used within 18 months or shall be lost. Vacation days shall not accumulate beyond 18 months.

Employees who work 261 days shall observe the holiday schedule as established by the Superintendent.

Non-Duty Days

Professional and paraprofessional staff employed on a 12-month 230 workday assignment have flexible unpaid leave days outside of the District's defined annual holiday schedule. These days are termed "non-duty" days. The District determines the number of non-duty days prior to July 1 each year. Non-duty days may be taken during the duty year and shall be taken at such times that will least interfere with the performance of the employee's duties and the staffing needs of the District. An employee shall be required to obtain advance approval from his or her supervisor before taking non-duty days and must provide sufficient notice to allow the supervisor to consider the District's staffing needs before approval of non-duty schedules.

Professional Staff (Exempt). An employee may request to carry over no more than two (2) non-duty days to the next school year by completing a Non-Duty Carry-Over Request Form. All carryover non-duty days must be used before the end of December of the carry-over plan year. Non-duty days not used will be removed from the employee's available leave balance. Should the employee leave the district, the employee will only be paid for non-duty days worked in excess of the number of non-duty days taken during the plan year.

Paraprofessional Staff (Non-Exempt). An employee may request to carry over no more than two (2) non-duty days to the next plan year by completing a Non-Duty Carry-Over Request Form. All carryover non-duty days must be used before the end of December of the carry-over plan year. Should the employee separate from the district, any days carried from the previous year shall be paid at their daily rate on their final paycheck.

Leave Proration**.** If an employee separates from employment with the district before his or her last duty day of the year, or begins employment after the first duty day, non-duty leave will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of non-duty leave the employee used beyond his or her pro rata entitlement for the school year.

Catastrophic Leave Bank (Formerly Sick Leave Bank)

The Board authorizes the establishment of a Catastrophic Leave Bank with membership available to all full-time employees on a voluntary basis. The purpose of the Bank is to provide income replacement for members that experience a personal catastrophic illness/injury that forces the member to exhaust all leave time earned and lose compensation from the district. Examples of catastrophic illnesses include heart attack, stroke, cancer, etc.

The Superintendent or designee(s) shall develop the administrative regulations concerning membership, contribution or usage of days, procedures for applying for leave days from the Bank, the methods for selection of the appeals committee of the Bank, the term of office for the appeals committee members, the duties and responsibilities of the advisory committee, and all other procedures and operations of the Bank as the Superintendent or designee may deem necessary for the Bank to function. Bank guidelines for membership and usage are found on the Compensation and Benefits page of the Human Resources Department website.

Family and Medical Leave Act (FMLA)—General Provisions

The following text is from the federal notice, Employee Rights and Responsibilities Under the Family and Medical Leave Act. Specific information that the district has adopted to implement the FMLA follows this general notice.

<u>Leave Entitlements</u>

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees shall use all paid leave while taking FMLA leave which includes but is not limited to comp time, local leave, state personal leave, state sick leave, exemplary attendance, vacation, and floating holidays. Employees receiving non-duty days shall also be required to take available non-duty days while on an approved FMLA status. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

Benefits and Protections

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Eligibility Requirements

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Requesting Leave

Generally, employees must give 30 days' advance notice of the need for FMLA leave. If it is not possible to give 30 days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection.

Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Employer Responsibilities

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify their employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.
The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov.

Local Family and Medical Leave Provisions

Eligible employees can take up to 12 weeks of unpaid leave in the 12-month period measured forward from the date an individual employee's first FML begins.

Use of Paid Leave. FML runs concurrently with accrued sick and personal leave, temporary disability leave, temporary medical leave, compensatory time, assault leave, and absences due to a work-related illness or injury. The district will designate the leave as FML, if applicable, and notify the employee that accumulated leave will run concurrently with FML.

Combined Leave for Spouses. Spouses who are employed by the district are limited to a combined total of 12 weeks of FML to care for a parent with a serious health condition; or for the birth, adoption, or foster placement of a child. Military caregiver leave for spouses is limited to a combined total of 26 weeks.

Intermittent Leave. When medically necessary or in the case of a qualifying exigency, an employee may take leave intermittently or on a reduced schedule. The district shall permit the use of intermittent or reduced-schedule leave for the care of a newborn child or for the adoption or placement of a child with the employee.

Fitness for Duty. An employee that takes FML due to the employee's own serious health condition shall provide, before resuming work, a fitness-for-duty certification from the health care provider. If certification of the employee's ability to perform essential job functions is required, the district shall provide a list of essential job functions (e.g., job description) to the employee with the FMLA designation notice to share with the health care provider. An employee who attempts to return from FML without first submitting a fitness-for-duty certification may be asked to leave work until such a certification has been provided.

Reinstatement**.** An employee returning to work at the end of FML will be returned to the same position held when the leave began or to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

In certain cases, instructional employees desiring to return to work at or near the conclusion of a semester may be required to continue on family and medical leave until the end of the semester. The additional time off is not counted against the employee's FMLA entitlement, and the district will maintain the employee's group health insurance and reinstate the employee at the end of the leave according to the procedures outlined in the policy (see DECA (LEGAL)).

Failure to Return. If, at the expiration of FML, the employee is able to return to work but chooses not to do so, the district may require the employee to reimburse the district's share of insurance premiums paid during any portion of FML when the employee was on unpaid leave. If the employee fails to return to work for a reason beyond the employee's control, such as a continuing personal or family serious health condition or a spouse being unexpectedly transferred more than 75 miles from the district, the district may not require the employee to reimburse the district's share of premiums paid.

District Contact. Employees that require FML or have questions should contact the Office of Human Resources for details on eligibility, requirements, and limitations.

Temporary Disability Leave

Certified Employees. Any full-time employee whose position requires certification from the State Board for Educator Certification (SBEC) is eligible for temporary disability leave. The purpose of temporary disability leave is to provide job protection to full-time educators who cannot work for an extended period of time because of a mental or physical disability of a temporary nature. Temporary disability leave must be taken as a continuous block of time. It may not be taken intermittently or on a reduced schedule. Pregnancy and conditions related to pregnancy are treated the same as any other temporary disability. Employees must request approval for temporary disability leave. An employee's notification of need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary disability leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 180 calendar days.

If an employee is placed on temporary disability leave involuntarily, he or she has the right to request a hearing before the Board of Trustees. The employee may protest the action and present additional evidence of fitness to work.

When an employee is ready to return to work, the Office of Human Resources should be notified at least 30 days in advance. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties. Certified employees returning from leave will be reinstated to the school to which they were previously assigned if an appropriate position is available. If an appropriate position is not available, the employee may be assigned to another campus, subject to the approval of the campus principal. If a position is not available before the end of the school year, the employee will be reinstated to a position at the original campus at the beginning of the following school year.

Temporary Medical Leave for Noncontract Employees

A full-time non-contract employee who is not eligible for temporary disability leave as provided by the Education Code shall, upon request, be granted a temporary medical leave of absence for the period of time during which the employee is physically unable to perform regular duties due to an illness or disability. Temporary medical leave shall be made available only after the employee has exhausted all paid leave benefits, including vacation/non-duty. Temporary medical leave shall be unpaid. [See (DEC Local) for temporary medical leave placement].

Employees must request approval for temporary medical leave. An employee's notification of the need for extended absence due to the employee's own medical condition shall be accepted as a request for temporary medical leave. The request must be accompanied by a physician's statement confirming the employee's inability to work and estimating a probable date of return. If disability leave is approved, the length of leave is no longer than 45 calendar days per 12- month period. For purposes of an employee's entitlement to temporary medical leave, the 12- month period shall be measured backward from the date the employee used temporary medical leave.

When an employee is ready to return to work, the Office of Human Resources should be notified at least 30 days in advance or as soon as possible. The return-to-work notice must be accompanied by a physician's statement confirming that the employee is able to resume regular duties.

**Employees on Temporary Disability Leave or Temporary Medical Leave are responsible for the total cost of the medical insurance premium, which includes the District's contribution. If paid leave (personal illness & personal day accruals) is exhausted and/or sufficient funds are unavailable in the employee's paycheck, the employee must remit payment to the District to cover the cost of medical and supplemental insurance premiums.*

Workers' Compensation Benefits

An employee absent from duty because of a job-related illness or injury may be eligible for workers' compensation weekly income benefits if the absence exceeds seven calendar days. An employee receiving workers' compensation wage benefits for a job-related illness or injury may choose to use available partial-day increments of sick leave or any other paid leave benefits to make up the difference between wage benefits and pre-injury or pre-illness wages. While an employee is receiving workers' compensation wage benefits, the district will charge available leave proportionately so that the employee receives an amount equal to the employee's regular salary.

Assault Leave

Assault leave provides extended job income and benefits protection to an employee who is injured as the result of a physical assault suffered during the performance of his or her job. An incident involving an assault is a work-related injury and should be immediately reported to the supervisor and the Office of Human Resources. An injury is treated as an assault if the person causing the injury could be prosecuted for assault or could not be prosecuted only because that person's age or mental capacity renders the person not responsible for purposes of criminal liability. An employee who is physically assaulted at work may take all the leave time medically necessary (up to two years) to recover from the physical injuries he or she sustained. At the request of an employee, the district will immediately assign the employee to assault leave. Days of leave granted under the assault leave provision will not be deducted from accrued personal leave and must be coordinated with workers' compensation benefits. Upon investigation, the district may change the assault leave status and charge leave used against the employee's accrued paid leave. The employee's pay will be deducted if accrued paid leave is not available.

Assault leave works in conjunction with workers' compensation. Employees seeking assault leave need to complete an Employee First Report of Injury form #732-001 and the Request for Leave and Absence form #909-001.

Bereavement Leave

Absences reported due to death in the family require the use of any combination of accrued local sick leave, state sick leave, and/or state personal leave, not to exceed five (5) workdays per occurrence. If no accrued leave is available, absences will be unpaid.

Jury Duty

Policies DEC, DG

The district provides paid leave to employees who are summoned to jury duty, including service on a grand jury. The district will not discharge, threaten to discharge, intimidate, or coerce any regular employee because of a juror or grand juror service or for the employee's attendance or scheduled attendance in connection with the service in any court in the United States. Employees who report to the court for jury duty may keep any compensation the court provides. An employee should

report a summons for jury duty to his or her supervisor as soon as it is received and may be required to provide the district with a copy of the summons to document the need for leave.

An employee may be required to report back to work as soon as they are released from jury duty. The supervisor may consider the travel time required and the nature of the individual's position when determining the need to report to work midday upon release from jury duty. A copy of the release from jury duty or documentation of time spent at the court may be required.

Compliance with a Subpoena

Employees will be paid while on leave to comply with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding and will not be required to use personal leave. Employees may be required to submit documentation of their need for leave for court appearances.

Truancy Court Appearances

An employee who is a parent, guardian of a child, or a court-appointed guardian ad litem of a child who is required to miss work to attend a truancy court hearing may use personal leave or compensatory time for the absence. Employees who do not have paid leave available will be docked for any absence required because of the court appearance.

Religious Observance

The district will reasonably accommodate an employee's request for absence for a religious holiday or observance. Accommodations such as changes to work schedules or approving a day of absence will be made unless they pose an undue hardship to the district. The employee may use any accumulated personal leave for this purpose. Employees who have exhausted applicable paid leave may be granted an unpaid day of absence.

Military Leave

Paid Leave for Military Service. Any employee who is a member of the Texas National Guard, Texas State Guard, a reserve component of the United States Armed Forces, or a member of a state or federally-authorized Urban Search and Rescue Team is entitled to paid leave when engaged in authorized training or duty orders by proper authority. Paid military leave is limited to 15 days each fiscal year. In addition, an employee is entitled to use available vacation or state and local sick or personal leave during a time of active military service. The district cannot require the use of accumulated leave. Prior to claiming military leave the employee must complete a Leave of Absence Request form and then present the complete form along with authorized training or duty orders from the appropriate authority to the Office of Human Resources.

Reemployment after Military Leave. Employees who leave the district to enter into the United States uniformed services or who are ordered to active duty as a member of the military force of any state (e.g., National or State Guard) may return to employment if they are honorably

discharged. Employees who wish to return to the district will be reemployed provided they can be qualified to perform the required duties. Employees returning to work following military leave should contact the Office of Human Resources. In most cases, the length of federal military service cannot exceed five (5) years.

Continuation of Health Insurance. Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 24 months. Employees should contact the Office of Human Resources for details on eligibility, requirements, and limitations.

Leaves & Absences

(May be available each school year)

Local Sick Leave - Paid Leave	(Up to 7 days per school year - Based on days worked) For: Illness of Employee/Immediate Family or Death of Immediate Family Member
State Personal Leave - Paid Leave	(Up to 5 days per school year - Based on days employed) For: Illness of Employee/Immediate Family or Death of Immediate Family Member
Catastrophic Leave Bank - Paid Leave	(Up to 30 days granted per school year/max. 60 days lifetime) For: Catastrophic Illness of the Employee only
Family and Medical Leave - Unpaid Leave	(Up to 12 weeks in a rolling 12 months) Military Caregiver: Up to 26 weeks per year<* For: Catastrophic Illness of the Employee or Immediate Family*, or Birth
Temporary Disability Leave - Unpaid Leave	(Up to 180 calendar days per year - SBEC Certified only) For: Catastrophic Illness of the Employee only
Temporary Medical Leave - Unpaid Leave	(Up to 45 calendar days per 12-month period) For: Full-time non-contract employees not eligible for TDL

**Immediate family for FMLA purposes shall be in accordance with the FMLA definition.*
***Military caregivers leave in accordance with FMLA regulations.*

Absence Reporting

All district employees who may need a Guest Educator (Substitute) shall submit their absences through the Frontline 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 verify and reconcile all absences in the Frontline system prior payroll cutoff date.

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

All absences for non-exempt employees shall be entered in the Kronos timekeeping system. The Payroll Department shall import the absences from both systems into the Munis payroll system.

Professional staff are not subject to use timekeeping; therefore, it is essential that every professional staff member accurately report their absences using an Absence From Duty Request Form. Failure to report all absences may be construed as a fraudulent request for pay – a violation of the Educators Code of Ethics. Violations shall be subject to disciplinary action, up to and including termination of employment.

The Payroll Department shall use the Frontline absence data for educators (teachers) to validate against the working days reported by their respective Guest Educator (Substitute) through the timekeeping system.

APPENDIX

Timekeeping Correction Form

IRVING
Independent School District

TIMEKEEPING CORRECTION FORM

Before any correction is made in the timekeeping system, all information on this form must be completed, signed by the employee, and approved by their supervisor. Return the form to your Kronos timekeeper for processing.

DATE: _____

NAME: _____ *EMPLOYEE ID* _____

REASON FOR CORRECTION

- ◯ No time clock ID Badge (Lost, Misplaced or Forgot)
- ◯ Forgot to punch In
- ◯ Forgot to punch Out
- ◯ Time Clock / ID badge not working
- ◯ Remove Lunch Deduction
- ◯ Other _____

Date to be corrected ____/____/____

IN PUNCH _____ am ***OUT PUNCH*** _____ pm

_____ *Date:* ____/____/____

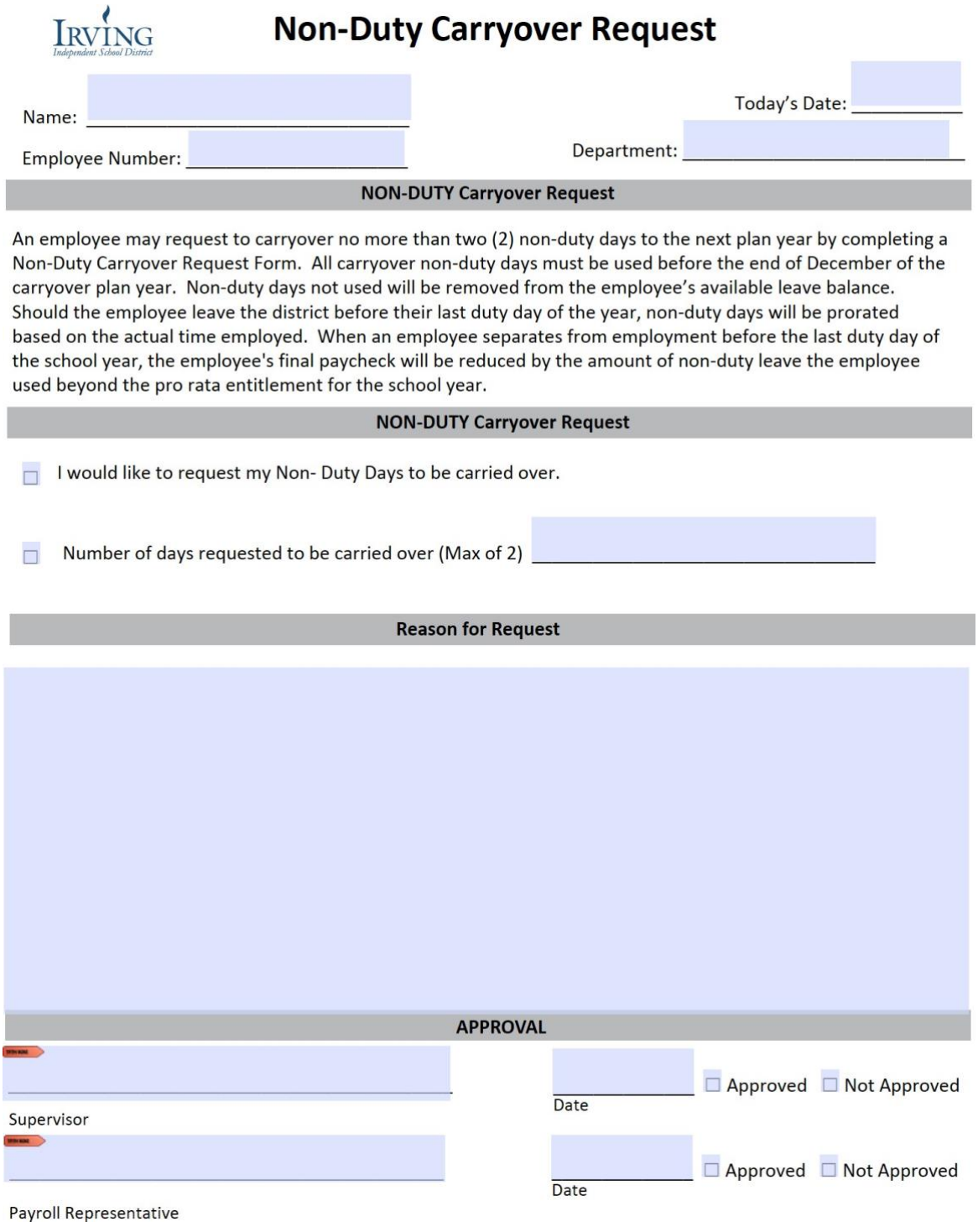
Employee Signature

_____ *Date:* ____/____/____

Supervisor Approval

* *If Time Clock ID Badge has been lost, contact the Human Resources Department/Campus Administrator immediately. A new badge will issued. For campus paraprofessionals, the ID badge is printed at the campus.*

Non-Duty Carryover Request Form



IRVING Independent School District

Non-Duty Carryover Request

Name: _____ Today's Date: _____

Employee Number: _____ Department: _____

NON-DUTY Carryover Request

An employee may request to carryover no more than two (2) non-duty days to the next plan year by completing a Non-Duty Carryover Request Form. All carryover non-duty days must be used before the end of December of the carryover plan year. Non-duty days not used will be removed from the employee's available leave balance. Should the employee leave the district before their last duty day of the year, non-duty days will be prorated based on the actual time employed. When an employee separates from employment before the last duty day of the school year, the employee's final paycheck will be reduced by the amount of non-duty leave the employee used beyond the pro rata entitlement for the school year.

NON-DUTY Carryover Request

☐ I would like to request my Non- Duty Days to be carried over.

☐ Number of days requested to be carried over (Max of 2) _____

Reason for Request

APPROVAL

_____ _____ ☐ Approved ☐ Not Approved

Supervisor Date

_____ _____ ☐ Approved ☐ Not Approved

Payroll Representative Date