

TEXAS SCHOOL FOR THE DEAF

COMPENSATION AND BENEFITS
COMPENSATION PLAN

DEA

MINIMUM SALARY
SCHEDULE —
EDUCATORS

The School shall pay each classroom teacher, fulltime librarian, or fulltime school counselor not less than the minimum monthly salary, based on the employees level of experience, specified in Education Code 21.402 and 19 Texas Administrative Code 153.1021

DEFINITIONS

“CLASSROOM
TEACHER”

“Classroom teacher” means an educator who teaches an average of at least four hours per day in an academic or career and technology instructional setting, focusing on the delivery of the Texas Essential Knowledge and Skills (TEKS), and who holds the relevant certificate from the State Board for Educator Certification (SBEC). Although non-instructional duties do not qualify as teaching, the School will apply as creditable classroom time necessary functions related to the educator’s instructional assignment, such as instructional planning and transition between instructional periods.

“LIBRARIAN”

“Librarian” means an educator who provides fulltime library services and holds the relevant certificate from SBEC

“FULLTIME”

“Fulltime” means contracted employment for at least ten months (187 days) for 100 percent of the school day, in accordance with the definitions of school day in Education Code 25.082, employment contract in Education Code 21.002, and school year in Education Code 25.081.

19 TAC 153.1022(a)

SALARY ADVANCES AND
LOANS

The School shall not lend its credit or gratuitously grant public money or things of value in aid of any individual, association, or corporation. Tex. Const. Art. III, Sec. 52; Brazoria County v. Perry, 537 S.W.2d 89 (Tex. Civ. App.—Houston [1st Dist.] 1976, no writ)

CONTRACT EMPLOYEE
SALARIES

Employees of the school employed by contract shall be paid in accordance with a salary structure adopted by the Superintendent with the concurrence of the Board that provides salaries, including assignment stipends, equal, on a daily rate basis, to salaries paid to employees employed in comparable positions by the Austin Independent School District.

A contract employee is not eligible for longevity pay under Subchapter D, Chapter 659, Government Code, and is not entitled to a paid day off from work on any national or state holiday

The employment contract salary shall be paid in eleven or twelve equal monthly installments beginning on September 1, as determined by the employee.

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

In addition to the contract salary received during the employee's first year of employment with the School and for the purpose of reducing a vacancy in a position that is difficult to fill because of the specialized nature and the limited number of qualified applicants, may be paid a salary supplement paid by the Austin Independent School District (AISD) to an employee employed under a comparable position.

PLACEMENT ON
SALARY SCHEDULE

Texas Education Code Section 30.055 (b)

The Commissioner's rules determine the experience for which a teacher, librarian, or school counselor, is to be given credit in placing the teacher, librarian, school counselor, or nurse [if applicable] on the minimum salary schedule. The School shall provide credit for each year of experience, whether or not the years are consecutive.

Education Code 21.402(a), .403(c); 19 TAC 153.1022

Nurses are employed on the State classification scale at TSD and are not part of the PPFT compensation system.

Teachers

Beginning with the 2019-2020 School year, teachers will be placed on the Professional Pathways for Teachers (PPFT) compensation system and the methods for providing credit for each year of experience will be determined by the PPFT compensation system. Salaries for new teachers will be determined by using education and years of experience to place the teacher on the appropriate AISD salary scale. After the initial placement, teacher salaries will be determined through the School's PPFT program and across the board pay changes as adopted by the Austin Independent School District school board.

EMPLOYEES
FORMERLY ON
CAREER LADDER

A teacher or librarian who received a career ladder supplement on August 31, 1993, is entitled to at least the same gross monthly salary the teacher or librarian received for the 1994-95 school year as long as the teacher or librarian is employed by the same district.

In addition, a teacher or librarian who was on level two or three of the career ladder is entitled, as long as he or she is employed by the same district, to placement on the minimum salary schedule according to the guidelines at Education Code 21.403(d). Education Code 21.402(f), .403(d)

DECREASING PAY

The Commissioner has held that the School may reduce educator compensation if it gives sufficient warning of a possible reduction in pay when educators can still unilaterally resign from their contracts. A sufficient warning must be both formal enough and specific enough to give educators a meaningful opportunity to decide whether to continue employment with a district. *Brajenovich v. Alief Indep. Sch. Dist., Tex. Comm'r of Educ. Decision No. 021-R10-1106 (2009)*

CLASSIFIED EMPLOYEE

SALARY
ADMINISTRATION

All classified employees shall be paid in accordance with state statutes, the General Appropriations Act and the classified salary schedules for state employees. The School shall comply with the payroll procedures of the Comptroller of Public Accounts and the State Auditor.

All classified employees will be paid from a salary group within the classification salary schedule for their position classification.

Classified employees may not receive salary supplements, such as tips, honoraria, or any other stipend unless authorized by the General Appropriations Act or other law.

All classified employees will be identified as either part-time or fulltime employees; part-time or fulltime status will be based solely on the expected hours worked in a work-week as follows:

1. Part-time positions are paid fewer than 30 hours in a workweek.
2. Fulltime positions are paid at least 30 hours in a workweek.

Any classified employee who regularly works fewer than 30 hours in a workweek is considered a part-time employee; any employee who regularly works at least 30 hours in a workweek is considered a fulltime employee.

Part-time classified employees may fill regular or temporary fulltime positions.

The rates of pay for part-time classified employees are proportional to fulltime employees.

General Appropriations Act, Article IX

CLASSIFICATION	<p>The School ensures, through proper classification, that all employees are compensated appropriately and equitably for the work they perform.</p>
	<p>Classified positions within the School are designated according to the State of Texas Position Classification Plan, which establishes job classifications, salary groups and salary schedules for classified employees.</p>
	<p>All positions will have written Job Descriptions (JDs) that serve as the primary basis for job classifications.</p>
	<p><u>Texas Government Code 654</u></p>
PLACEMENT WITHIN THE CLASSIFIED SALARY SCHEDULE	<p>At the time of initial employment, the School may set salaries anywhere within the applicable salary group, dependent upon current School or division practice and budgetary constraints.</p>
	<p><u>Texas Government Code 659</u></p>
EMPLOYEE STATUS AND SALARY CHANGES	<p>The School will accomplish all changes to an employee's status (i.e., classification, job title, salary, etc.) in accordance with state statute and school policy. All changes will be effective the first of the month, unless otherwise directed by the Superintendent.</p>
RECLASSIFICATION	<p>Reclassification is defined as a change in the classification of a position to another classification title as a result of classification review or agency reorganization. The purpose of a reclassification is to properly classify a position based on the actual duties currently performed by an employee. It is not change in an employee's duty assignment.</p>
	<p>The School may reclassify a position at any time to correct a discrepancy in accordance with <u>Government Code 654.0156</u>.</p>
MERIT AWARDS	<p>The School may award a merit salary increase or one-time merit to classified employees whose job performance and productivity is consistently above that normally expected and required.</p>
	<p>All merit awards will be given in accordance with the School's merit administrative procedures</p>
	<p>To the extent possible, the Superintendent shall ensure merit awards are distributed throughout the classifications and salary groups used by the School.</p>
	<p><u>Government Code 659.255-.2551.</u></p>

PROMOTION

A promotion is a change in classification title that provides a higher minimum salary rate, requires higher qualifications, and involves a higher level of responsibility.

The School provides opportunities for promotion through:

- Employee selection for an advertised job vacancy
- Advancement on a defined career ladder track or
- Appointment by a supervisor to advance to a higher level based on the business needs of the Division, the individual's qualifications, and clear and comprehensive documentation of the employee's performance.

Government Code 659.256

DEMOTION

The School may demote an employee:

- As a result of disciplinary action
- In lieu of a layoff that resulted from a reduction in force; or
- Where the employee was selected for a position in a lower salary group as a result of applying for the position.

The School will reduce the salary of an employee demoted as a result of disciplinary action by not less than \$30 per month for an employee on the "A" salary schedule and 3.4% for an employee on the "B" salary schedule.

Salary reductions for demotions in lieu of a layoff or as a result of the employee being selected for a position in a lower salary group will be at the discretion of the Superintendent or their designee.

Government Code 659.257

RECRUITMENT AND
RETENTION BONUSES
RECRUITMENT
BONUS

To enhance the recruitment of competent personnel for certain positions, the School may provide a recruitment bonus not to exceed \$5,000 per position as a one-time payment.

Individuals receiving a recruitment bonus will be required to sign a contract that stipulates that the employee will remain employed with the School for 12 months and that outlines repayment requirements in the event the employee discontinues employment for any reason prior to the completion of the 12-month agreement.

If the employee discontinues employment with the School for any reason fewer than three months after the date of receiving the recruitment payment, the employee shall refund the School the full amount of the recruitment payment. If the employee discontinues employment with the School for any reason 3 months or longer but fewer than 12 months after the date of receiving the recruitment payment, the employee shall refund the School an amount computed by:

1. Subtracting from 12 months the number of complete calendar months the employee worked after the date of receiving the recruitment payment.
2. Dividing the number of months above by 12 months; and
3. Multiplying the fraction computed by the amount of the recruitment payment.

Before a contract is executed, a letter documenting the need for such a bonus must be directed to the Comptroller.

Government Code 659.262

RETENTION
BONUS

To enhance the retention of employees who are employed in certain classified positions that are identified by the Superintendent as essential for the School's operations, the School may enter into a deferred compensation contract with a classified employee to provide to the employee a one-time additional compensation payment not to exceed \$5,000 to be added to the employee's salary payment the month after the conclusion of the 12-month period of service under the deferred compensation contract.

Eligibility will be based on:

1. The criticality of the employee's position to the School's operations;
2. Evidence of high turnover rates among employees filling the position for an extended period; and
3. Evidence of a shortage of employees qualified to fill the position or a shortage of qualified applicants; and
4. Other relevant factors determined on a case-by-case basis.

The contract may only be executed after 12 months of employment with the school. The employee must remain with the school for 12 months after executing the retention bonus contract to receive payment.

Before a contract is executed, a letter documenting the need for such a bonus must be directed to the Comptroller.

Government Code, Section 659.262

LATERAL TRANSFER

A lateral transfer is a change in duty assignment of a school employee who moves to another job classification in the same salary group. When a lateral transfer occurs, the new supervisor may increase, decrease or maintain the same salary within the salary group. If an increase is provided, it can be no more than 3.4 percent above the pre-transfer salary.

Government Code, Section 659.2531

TEMPORARY
ASSIGNMENT

To facilitate the work of the School during emergencies or special circumstances, classified employees may be temporarily assigned to other duties for not more than six-months in any 12-month timeframe.

Employees temporarily assigned to other duties will not receive:

- Merit salary increases
- One-time merit payments
- Promotions
- Reclassifications
- Demotions
- Disciplinary reductions in salary

Government Code, Section 659.260

LONGEVITY

Fulltime, classified employees with at least two years of state service credit and are not on leave without pay on the first workday of the month are eligible to receive longevity pay.

Eligible employees receive \$20 per month for every two years of lifetime service credit up to a maximum of 42 years of service. Service credit is not awarded for time in leave without pay status.

Individuals not eligible for longevity pay include:

- Part-time employees
- Temporary (Substitute) employees
- Return to work retirees

Government Code, Section 659.047

BENEFIT REPLACEMENT
PAY

Classified employees employed continuously employed by the State on or before August 31, 1995 are eligible for Benefit Replacement Pay (BRP) if they were:

- Eligible for the state-paid Social Security contribution previously paid by the State;
- Using unpaid leave, if the employee would have been otherwise eligible; or
- Not working because his or her employment customarily did not include summer months, had contracted to resume employment before September 2, 1995, and such employment would have made the employee eligible for the state-paid tax if the employee had held the position at that time.

Government Code, Section 659.121

SUBSTITUTES

The School may hire an employee to be paid on an hourly basis to work as a substitute for a regular fulltime or part-time employee who is unavailable to perform regular duties.

An employee working as a substitute for another employee is not entitled to paid holidays or compensatory time off for holidays worked, vacation leave, sick leave, or any other leave provided to a state employee under the General Appropriations Act.

Compensation for substitute employees, including substitute teachers, is set by the School.

Education Code, Section 30.055(f)