

*Compensation
& Benefits Handbook
2017-2018*



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Purpose

The purpose of this handbook is to provide information regarding the administration of salaries and wages for employees of Fort Hancock Independent School District. In accordance with School Board Policy DEA Local, the Superintendent shall recommend to the Board for approval compensation plans for all District employees. Compensation plans may include wage and salary structures, stipends, benefits, and incentives.

This handbook is a guide to and a brief explanation of district policies and procedures related to compensation. School Board policies and administrative procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate district office. Along with the online policy manual available at any time at the district website (www.fhisd.net), a policy manual is located in the Superintendent's office at the district administration building for employee review during normal working hours.

School Board of Trustees

- Mr. Joe Rodriguez, President
- Mrs. Mary Alcorn, Vice-President
- Mr. Ricardo Baeza, Secretary
- Mr. Joseph Moseley, Member
- Mr. Manuel Galindo III, Member
- Mr. Gale Carr, Member

Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Telephone</u>	<u>email (@fhisd.net)</u>
Jose G. Franco	Superintendent	769-3811	jpgfranco@
Yvonne Samaniego	Director for C&I	769-1602	ysamaniego@
Gloria Galindo	Director for C&I/Librarian	769-1306	lgalindo@
Victoria V. Gonzalez	Business Manager/HR	769-3811	vgonzalez@
Norma Muniz	Finance Director/Benefits/HR	769-3811	nmuniz@
Vicente Rodriguez	Director of Technology	769-3811	vrodiguez@
Danny Medina	Transportation Director/AD	769-3811	dmedina@
Yadira Munoz	Elementary Principal	769-1602	ymunoz@
Terry Gonzalez	Elementary Counselor	769-1602	tgonzalez@
Lorena Molinar	High School Principal	769-1604	lmolinar@
Adan Lopez	High School Counselor	769-1604	alopez@
Lorena Molinar	Middle School Principal	769-1603	lmolinar@
Jess Schultz	Middle School Counselor	769-1603	jschultz@
Iracema Enriquez	PEIMS Coordinator	769-3811	ienriquez@
Rosalia Arzate	Health Specialist	769-1603	rarzate@
Jessie Pina	Special Education Director	769-1603	jpina@
Angelica Sanchez	Supt's Secretary	769-3811	asanchez@
Jessica Fanning	Food Service Manager	769-3811	jfanning@

Fort Hancock Independent School District
2015 – 2016 School Calendar - 187 Days

Staff	2015				student	6-Week Grading Period	Staff	2016				Student
	July-15				(0 Days)	Special Dates	(19 Days)	January-16				(18 Days)
M	Tu	W	Th	F		July 2015	M	Tu	W	Th	F	
		1	2	3		4 - Independence Day					1	
6	7	8	9	10			4	5	6	7	8	
13	14	15	16	17		September 2015	11	12	13	14	15	
20	21	22	23	24		7 - Labor Day	18	(19	20	21	22	
27	28	29	30	31			25	26	27	28	29	
	August-15				(6 Days)	November 2015		February-16				(21 Days)
(12 Days)						23-27 - Thanksgiving Day	(21 Days)					
M	Tu	W	Th	F		December 2015	M	Tu	W	Th	F	
3	4	5	6	7		21-31 - Christmas Day	1	2	3	4	5	
10	11	12	13	14			8	9	10	11	12	
17	18	19	20	21		January 2016	15	16	17	18	19	
(24	25	26	27	28		1 - New Years Day	22	23	24	25	26)	
31						18 - Martin Luther King Day	(29					
(21 Days)	September-15				(21 Days)		(17 Days)	March-16				(17 Days)
M	Tu	W	Th	F		March 2016	M	Tu	W	Th	F	
	1	2	3	4		7-11 - Spring Break		1	2	3	4	
7	8	9	10	11		April 2016	7	8	9	10	11	
14	15	16	17	18			14	15	16	17	18	
21	22	23	24	25		May 2016	21	22	23	24	25	
28	29	30				30 - Memorial Day	28	29	30	31		
(22 Days)	October-15				(22 Days)		(21 Days)	April-16				(21 Days)
M	Tu	W	Th	F			M	Tu	W	Th	F	
			1	2)							1	
(5	6	7	8	9		1st Semester	4	5	6	7	8	
12	13	14	15	16		Dates # Days	11	12	13	14	15)	
19	20	21	22	23		8/24 - 10/2 29	(18	19	20	21	22	
26	27	28	29	30		10/5 - 11/13 30	25	26	27	28	29	
(16 Days)	November-15				(16 Days)	11/16 -1/15 29	(21 Days)	May - 16				(21 Days)
M	Tu	W	Th	F		Total 88	M	Tu	W	Th	F	
2	3	4	5	6			2	3	4	5	6	
9	10	11	12	13)		2nd Semester	9	10	11	12	13	
(16	17	18	19	20		Dates # Days	16	17	18	19	20	
23	24	25	26	27		1/19 - 2/26 29	23	24	25	26	27	
30						2/29 - 4/15 29	30	31				
						4/18 - 6/3 34						
(14 Days)	December-15				(14 Days)	Total 92	(3 Days)	June-16				(3 Days)
M	Tu	W	Th	F		Instructional Days 180	M	Tu	W	Th	F	
	1	2	3	4					1	2	3)	
7	8	9	10	11		Holiday	6	7	8	9	10	
14	15	16	17	18		Staff Workday	13	14	15	16	17	
21	22	23	24	25		Staff Development	20	21	22	23	24	
28	29	30	31			State Testing Day	27	28	29	30		

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 FLSA requires employers to:

- pay all covered nonexempt employees, for *all* hours worked, at no less than the Federal Minimum Wage of \$7.25 per hour effective July 24, 2009;
- pay at least one and one-half times the employees' regular rate 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

Covered employees must be paid for *all* hours worked in a workweek. In general, compensable hours worked include all time an employee is on duty or at a prescribed place of work and any time that an employee is suffered or permitted to work. This would generally include work performed at home, travel time, waiting time, training, and probationary periods.

Specific FLSA guidelines include the following [*excerpts from FLSA Fact Sheet #22*]:

Suffered or Permitted to Work: *Work not requested but suffered or permitted to be performed is work time that must be paid by the district. For example, an employee may voluntarily continue to work at the end of a shift to finish an assigned task or to correct errors. The reason is immaterial. The hours are work time and are compensable.*

If the supervisor allows or permits the employee to perform the work, the hours are compensable. If the employee is not authorized to work, but performs the work anyway, the employee shall be paid for compensable work hours, but shall be subject to disciplinary action for failure to follow an administrative directive.

Waiting Time: *Whether waiting time is hours worked under the Act depends upon the particular circumstances. The facts may show that the employee was engaged to wait (which is work time) or the facts may show that the employee was waiting to be engaged (which is not*

work time). If an employee is engaged to wait, such as a bus driver at a field trip, the waiting time shall be compensable.

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

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

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

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

Travel time: *Attendance at lectures, meetings, training programs and similar activities need not be counted as working time only if four criteria are met, namely: it is outside normal hours, it is voluntary, not job related, and no other work is concurrently performed.*

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

Home to Work on a Special One Day Assignment in Another City: *An employee who regularly works at a fixed location in one city is given a special one day assignment in another city and returns home the same day. The time spent in traveling to and returning from the other city is work time, except that the employer may deduct/not count that time the employee would normally spend commuting to the regular work site.*

Travel That is All in a Day's Work: Time spent by an employee in travel as part of their principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

Travel Away from Home Community: Travel that keeps an employee away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across the employee's workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. As an enforcement policy the Division will not consider as work time that time spent in travel away from home outside of regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

Generally, non-exempt employees shall be compensated for hours at training, workshops, etc. if the training is job-related. An exception shall be for training to maintain a license or certification required to maintain their position, such as bus driver certification.

Hours while traveling away from the home community for training shall be compensable during the employee's normal work schedule (Monday-Friday) and during the same work schedule on Saturday and Sunday, regardless of the mode of transportation. Other hours while traveling shall be compensable if the employee is driving as opposed to riding as a passenger on private or commercial transportation.

FLSA Fact Sheet #22 – Hours Worked

Overtime

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

Nonexempt employees that are paid on an annualized salary basis are paid for a 40-hour workweek and do not earn additional pay unless they work more than 40 hours in a workweek.

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

Overtime pay for a single type of work [with a single hourly rate] shall be paid at 1 ½ times the regular hourly rate. Overtime pay for multiple hourly rates shall be paid at 1 ½ times the weighted average of the pay rates. For example, if a custodian works 40 hours at his/her regular hourly rate of \$10.00 and an additional 10 hours at an hourly rate of \$8.00, he/she would be paid at the weighted average of the hourly rates (\$9.60).

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 and monitor compliance with the FLSA as it relates to type of occupation and work hour limitations. The immediate supervisor shall be provided information related to the limitations for their respective minor workers.

Compensatory Time

Employees may be compensated for overtime at time-and-a-half rate with compensatory time off (comp time) or direct pay. The district has opted to pay compensatory time, unless otherwise approved by the Superintendent. The following applies to all nonexempt 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).
- All non-exempt employees shall receive and sign a copy of the Fort Hancock ISD Compensatory Time Affidavit (Refer to Appendix)

Recordkeeping

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 Time Clock Plus (TC+) 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. shall be entered in the TC+ timekeeping system.

It shall be an employee's responsibility to ensure that all work hours are submitted in accordance with district pay cycles through the TC+ timekeeping system.

Compensation Policy

Annualized Compensation

The district pays all salaried employees over 12 months regardless of the number of months employed during the school year. Salaried employees will be paid in equal monthly beginning with the first pay period of the school year.

If a salaried employee separates from service before the last day of instruction, the employee shall receive in his or her final paycheck the unpaid amount the employee has actually earned from the beginning of the 12-month pay period until the date of separation. For purposes of this policy, “separation from service” shall be as defined in IRS regulation 26 CFR 1.409A-1(h). A salaried employee who separates from service on or after the last day of instruction shall be in accordance with Board Policy DEA (Local).

Some nonexempt employees shall also be paid on an annual compensation basis. Their respective hourly rate shall be annualized based on their workday (number of hours worked per day) and their work calendar. All non-exempt employees shall be paid on a monthly schedule.

Employment After Retirement

Individuals receiving retirement benefits from the Teacher Retirement System (TRS) may be employed in limited circumstances on a full- or part-time basis without affecting their benefits, according to TRS rules and state law. Detailed information about employment after retirement is available in the TRS publication Employment After Retirement. Employees can contact TRS for additional information by calling 800-223-8778 or 512-542-6400. Information is also available on the TRS Web Site (www.trs.state.tx.us).

All TRS retirees subject to the TRS surcharges, shall execute a Retire-Rehire Addendum. On the Addendum, the Employee acknowledges that, because of the Employee’s retiree status, the District will incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience. The Employee agrees that the District may reduce the Employee’s pay to offset these expenses, provided that the Employee’s pay does not fall below the state minimum.

Fort Hancock ISD Retire/Rehire Addendum

Fraud and Falsification of Records

All employees should act with integrity and diligence in duties involving the district’s financial resources. The district prohibits fraud and financial impropriety.

Falsification of payroll records is considered fraud and will not be tolerated. Employees who falsify payroll records shall be subject to disciplinary action, up to and including termination of

employment.

Job Classification

The Superintendent or designee shall classify each job title within the compensation plans based on the qualifications and duties of the position. Within these classifications, the Superintendent or designee shall determine appropriate pay for new employees and employees reassigned to different positions.

The Superintendent or designee shall determine the classification of positions or employees as “exempt” or “nonexempt” for purposes of payment of overtime in compliance with the Fair Labor Standards Act (FLSA). The FLSA classification of each position shall be recorded on the job description for the position.

Professional employees and academic administrators are generally classified as exempt and are paid monthly salaries. They are not entitled to compensatory time or overtime compensation for hours worked beyond 40 in a workweek.

Nonexempt employees shall be compensated on an hourly basis and shall be compensated for all hours worked. They shall receive compensatory time or overtime pay for each hour worked beyond 40 in a workweek.

FLSA Fact Sheet #7 FLSA for Local Governments

Pay Raises & Adjustments in Salary

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

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

The Superintendent may grant a pay increase to a noncontract employee after duties have begun only when there is a change in the employee’s job assignment or duties, or when an adjustment in the market value of the job warrants additional compensation. The Superintendent shall report any such pay increases to the Board at the next regular meeting.

Adjustment in Pay – Promotion

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

the salary level of similar employees shall be considered in determining the new pay rate.

Adjustment in Pay – Reclassification

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

Adjustment in Pay – Demotion

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

Paychecks & Pay Dates

All professional and paraprofessional staff is scheduled on a twelve-payment plan and is paid on a monthly basis. Non-exempt maintenance, custodial, food service and transportation employees, as well as substitutes, are paid on a monthly basis. Pay date schedules are provided at the beginning of each school year.

Final Paycheck at Separation Due to Resignation/Termination

The final check for all employees will be on the next regularly scheduled pay date and/or next payroll period end date if the separation occurs before the end of school year. If separation occurs at the end of schedule school year then paychecks will resume through the summer.

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

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

11-month employees: The final paycheck will be in June if the work calendar ends by June 15th and the employee has enough available leave to cover through the pay date. Otherwise, the final paycheck will be in July.

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

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

Monthly Pay Date Schedule

THE PAY DAYS FOR THE 2015-2016 SCHOOL YEAR WILL BE AS LISTED FOR ALL MONTHLY PAID EMPLOYEES.

All employees are required to have direct deposit. Sign up in the FHISD Payroll Office. The number of days between each pay date has been distributed as evenly as possible.

SEPTEMBER 15, 2015

MARCH 15, 2016

OCTOBER 15, 2015

APRIL 15, 2016

NOVEMBER 13, 2015

MAY 13, 2016

DECEMBER 15, 2015

JUNE 15, 2016

JANUARY 15, 2016

JULY 15, 2016

FEBRUARY 15, 2016

AUGUST 15, 2016

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

Payroll Direct Deposit

The district requires automatic payroll deposit. Employees will have their paychecks electronically deposited into an account at a financial institution as designated by each employee. Contact Victoria Gonzalez, Business Manager regarding the automatic payroll deposit service.

Payroll Deductions

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

- Teacher Retirement System of Texas (TRS),
- Social Security and Medicare, and
- Federal income tax.

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

An employee's pay will be reduced in daily 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.

Timekeeping System – For all Nonexempt Employees and Substitutes

The Time Clock Plus system allows an employee to “clock” in and out by inserting a pin number into the computer. The data is polled by a network server computer and can be edited or corrected by an authorized Time Clock Plus operator from a personal computer. Punch detail reports are generated and provided to supervisors for management purposes.

The appropriate immediate supervisor shall verify and submit all time cards for non-exempt staff assigned to their campus or department according to the established payroll pay periods and deadlines. Refer to **Pay Date Schedules**.

Time Clock Procedures

The following procedures are to be used by appropriate personnel for reporting the time to the Time Clock Plus system:

1. An employee may not report or be on a paid status until they punch in.
2. An employee may clock in up to two (2) minutes prior to the official starting time.
3. An employee may clock in up to two (2) minutes after the official starting time. This grace period will not be considered an excuse for tardiness.
4. An employee may clock out up to two (2) minutes after the official departure time.
5. An employee must clock out when leaving assigned work schedule or campus for personal reasons unrelated to assigned tasks.
6. A Time Clock Correction form shall be completed and submitted to his/her immediate supervisor for approval and editing of their timesheet.

Rounding Time Chart

Minutes converted to 100ths:

- 0 – 2 minutes = 0
- 3 – 17 minutes = .25
- 18 - 32 minutes = .50
- 33 – 47 minutes = .75
- 48 – 60 minutes = 1.00

Employee Responsibility

An employee has the responsibility to submit his/her absences from duty on an approved form provided by the department and submit the documentation to his/her supervisor for approval and input into the system.

An employee is responsible for maintaining possession of his/her pin number at all times for the

purpose of clocking in/out. Failure or non-compliance may be subject to appropriate disciplinary action.

An employee's due process for violation of time accounting procedures is as follows:

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

An employee who misuses his/her timekeeping record will be recommended for immediate termination. Misuse of records may include, but is not limited to the following: Punching in or out for another employee or having another employee punch in or out for them.

Time Clock Plus Correction form

Verification of Pay

The Payroll office makes every effort to ensure that employee's pay, leave, and other information are correct. Unfortunately, mistakes can occur. *It is the employee's responsibility to review their payroll information on their paystub each 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 12:01 a.m. Sunday until 12:00 midnight Saturday.

Workload and Work Schedules

Professional Employees. Professional employees and academic administrators are exempt from overtime pay and are employed on a 10-, 11-, or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including start and end dates and scheduled holidays will be distributed each school year.

Classroom teachers will have planning periods for instructional preparation including conferences. The schedule of planning periods is set at the campus level but must provide at least 450 minutes within each two-week period in blocks not less than 45 minutes within the instructional day. Teachers and librarians are entitled to a duty-free lunch period of at least 30 minutes. The district may require teachers to supervise students during lunch one day a week when no other personnel are available.

Paraprofessional and Auxiliary Employees. Support employees are employed at will and receive notification of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are

not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Work Schedules for 2015-2016 (Refer to Appendix)

Salary Schedules

The Salary Schedule is reviewed annually and adjusted according to the budgeted amounts approved by the board. Generally, all employees will receive written notice of their pay and work schedules before the start of each school year. Classroom teachers, full-time librarians, fulltime nurses, and full-time counselors shall be paid no less than the minimum state salary schedule. Contract employees who perform extracurricular or supplemental duties may be paid a stipend in addition to their salary according to the district's extra-duty pay schedule.

At least every three (3) years, as sooner as appropriate, the district shall review the salary schedule structure to ensure that the schedule meets the district needs. In addition, a market study shall be conducted to ensure that the pay rates are comparable to statewide averages, regional averages (Region 19 area), local school districts, and/or peer school districts. Changes to the Salary Schedule shall be presented to the School Board on an annual basis for approval, typically in conjunction with the annual budget adoption process.

Fort Hancock ISD Salary Schedules 2015-2016 (Refer to Appendix)

Fort Hancock ISD Stipend & Extra Duty Schedules 2015-2016 (Refer to Appendix)

Substitute Employee Pay Schedules

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

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

Bus drivers shall be paid their normal bus driving hourly rate. All hours over 40 work hours in a workweek shall be paid at the bus driver's overtime rate. Bus drivers shall be paid for driving time and wait time from the point of departure from the district facility until the return to the district facility, except for overnight trips which shall be subject to reduction for sleep time in accordance with the FLSA.

Initial Placement on Salary Schedule

HIRING RATES

Hiring rates for all 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.

Hiring rates 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. Persons with previous job experience or special skills may be hired at a different rate. Starting pay will be determined with consideration given to each new employee's qualifications for the job.
3. Whenever possible, new employees will not start at pay rates above other district employees with comparable experience in the same position.
4. All starting salaries must be approved by the Superintendent.

TEACHERS, NURSES & LIBRARIANS – CREDITABLE YEARS OF EXPERIENCE

Hiring rates for classroom teachers, nurses, and librarians shall be based on creditable years of experience according to state regulations (Commissioner's Rules for Creditable Years of Experience) and the district's teacher hiring salary schedule.

ADMINISTRATIVE PERSONNEL – CREDITABLE YEARS OF EXPERIENCE

Hiring rates for professional (exempt) positions, other than teachers, nurses and librarians, shall be as noted below:

1. One year of experience for every 2 years of experience in a teacher position
2. One year of experience for every year of experience in a similar, professional (exempt) position in a public school district
3. One year of experience for every 2 years of experience in a similar, professional (exempt) position in the private sector

SUPPORT (NON-EXEMPT) PERSONNEL – CREDITABLE YEARS OF EXPERIENCE

Hiring rates for support (non-exempt) positions shall be as noted below:

1. One year of experience for every year of experience in a similar support (nonexempt) position in a public school district
2. One year of experience for every 2 years of experience in a similar support (nonexempt) position in the private sector

Supplemental Pay/Stipends – Exempt Staff

All supplemental pay and stipends shall be paid through the normal payroll process subject to the established pay dates and payroll deadlines on the employee's regular paycheck.

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

1. All supplemental duties, such as staff development, tutoring, detention, homebound, etc, shall be recorded and submitted to the Payroll Director on a **Supplemental Pay Form**. The rate of pay shall be in accordance with the district's **Supplemental Pay Schedule** and shall include the appropriate budget code number.
2. For annual stipends, such as athletic coaches, club sponsors, etc., the campus principal shall identify each individual who is to receive a stipend by submitting a list of stipends and recommended individuals to the Superintendent and Business Manager. The recommendations shall be due by September 15th of each school year. After approval, every approved employee shall receive a **Notice of Supplemental Duties** indicating their assigned stipend(s) and stipend amount(s).
3. The Campus Principal shall submit changes to stipend assignments to the Superintendent and Business Manager as they occur. After approval, a revised Notice of Supplemental Duties shall be provided to the appropriate individual(s).
4. The Campus Principal shall develop and keep a continuous record of the positions and individuals assigned stipend duties. In addition, the performance of the assignment shall be monitored by the principal. Assignment expectations, such as conducting club meeting once a week, or once a month, shall be communicated to each individual assigned a stipend activity. If an employee fails to perform the assigned duty, the campus principal may recommend to the Superintendent to terminate the stipend duty, pay for a pro-rated amount for the time lapsed, and reassign the duty to another staff member. The new staff member would only receive the balance of the annual stipend amount.
5. Nonexempt employees, if selected for supplemental duties, shall record all work hours via the district's timekeeping system. Work hours in excess of 40 hours per workweek shall be compensated at their overtime rate or comp time shall be recorded at 1 ½ times.
6. Principals must approve payment of all stipends by May 1st for end-of-year stipends paid in June, and December 1st for mid-semester stipends paid in January.
7. Stipends for spring athletic coaching shall be paid on the next paycheck after the end of the regular season. For example, if the Track season ends in late March, the stipend(s) will be paid on the April paycheck. The payment of stipends shall be approved after the end of each sport by the campus principal and the athletic director.
8. Employees with stipends totaling over \$5,000, shall be provided an option to receive their stipends pro-rated over a 12 month period, subject to their agreement that if they do not perform the duties as indicated on their stipend agreement, their actual pay will be adjusted (reduced) accordingly. On the other hand, if additional stipends are added after the start of the school year, the additional stipends may be re-prorated or the

balance paid on the final paycheck of the school year. Changes to stipends, if any, during the school year, shall be promptly submitted by the campus principal and athletic director, if appropriate.

Supplemental Pay/Stipends – Non-Exempt Staff

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

Transportation Department Employees attending a driver training course, at the request of Fort Hancock ISD for the first time, to become certified bus drivers, will be paid minimum wage per hour for the training course if attended outside the normal work hours. Certified Bus Driver Refresher Course will be paid at the driver's normal hourly rate when attending after normal duty hours.

Food Service employees attending annual training in the areas of sanitation, food safety, etc. shall be paid their normal rate of pay.

As a general rule, non-exempt staff shall not be scheduled to receive an annual stipend for co-curricular or extracurricular duties. If the Superintendent approves an exception, the employee, his/her immediate supervisor, and the Business Manager shall meet to discuss the FLSA requirements as they relate to compensation for *all* hours worked. The employee shall be directed to work a specified number of hours that are equivalent (at an overtime rate) to the annual stipend. The immediate supervisor shall monitor the total work hours closely to ensure that the authorized number of hours are not exceeded. The employee shall cease to perform the supplemental duty at the time that the total authorized hours is met. Payment for the supplemental duty will be in accordance with the pay dates established for exempt staff.

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

Supplemental Pay Schedule

Notice of Supplemental Duties

Supplemental Pay Form

Employee Benefits

All eligible employees shall receive benefits in accordance with the Employee Handbook. A Summary of Employee Benefits is included in the Appendix.

If any questions arise regarding Benefits, please contact Norma Muniz or Victoria Gonzalez, at 769-3811, or via email at: nmuniz@fhisd.net or vgonzalez@fhisd.net.

**FORT HANCOCK INDEPENDENT SCHOOL DISTRICT
PROCEDURES: COMPENSATORY TIME**

Accumulation:

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

Accumulation vs. Compensation:

- No paraprofessional employee will be required to work by an administrative supervisor in excess of the normal workday, without accumulation of compensatory time or without compensation at the appropriate rate of pay.
- If the total number of working hours in the current workweek exceeds 40 hours, the paraprofessional will be compensated, with *compensatory time* or *paid compensation*, at 1 ½ times.
- An agreement must exist prior to the time the work is performed whether compensatory time or paid compensation will be provided, subject to the approval of the administrative supervisor and the availability of funds. Fort Hancock ISD will compensate in compensatory time, unless notified otherwise by the administrative supervisor.
- Accumulated compensatory time should be used during the week it is earned, but must be used during the school year in which it is earned.
- Accumulated compensatory time shall not exceed 60 hours at any given time.

Use of Accrued Compensatory Time Balance:

- Compensatory time balances will be reflected on all paraprofessional pay stubs, and will be provided to the immediate supervisor on a leave status report available from the payroll department.
- All compensatory time balances should be exhausted as quickly as possible, subject to the approval of the administrative supervisor on an Absence From Duty Report.
- Paraprofessionals absent from duty shall apply compensatory time, if any, prior to applying any other types of leave such as sick, personal, scheduled days off, etc.
- The compensatory time earned will not ever lapse or be lost at any time.
- When a paraprofessional terminates his/her employment with the FORT HANCOCK ISD, he/she will be compensated (paid) for the remaining compensatory time at the current rate of pay or the average of the last three (3) years, whichever is higher.

Signature

Date

Printed Name

Campus/Department

**FORT HANCOCK ISD
RETIRE/REHIRE ADDENDUM**

If the Employee is receiving or has received retirement benefits through the Teacher Retirement System of Texas (“TRS”), the Employee acknowledges the following:

1. The District cannot and does not make any guarantees regarding the Employee’s continued right to receive the retirement benefits.
2. The Employee is relying on his or her own investigation and understanding of the law and upon TRS guidelines, rules, and regulations regarding employment after retirement. The Employee is not relying on any statements made by the District regarding the effect of District employment on the Employee’s retirement benefits.
3. The Employee agrees not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendent, or any other employee or agent of the District for any loss or reduction in the value of the Employee’s retirement benefits.
4. The District must report the Employee’s employment to TRS. The Employee agrees not to sue or otherwise bring any claim against the District, its Board of Trustees, its Superintendents, or any other employee or agent of the District based on such reports.
5. The Board of Trustees may designate certain subject areas as acute shortage areas, pursuant to Texas Government Code Section 824.602(m). If the Employee is hired under a term contract for a designated acute shortage area and meets all of the criteria of Texas Government Code Section 824.602(m), the Employee acknowledges that Section 824.602(m) requires the District to give preference in hiring to a certified applicant who is not a retiree. Such an Employee may be subject to annual nonrenewal to facilitate the District’s compliance with this requirement.

Please sign below and return this document to the Superintendent.

Employee: _____

Date signed: _____

The Employee acknowledges that, because of the Employee’s retiree status, the District will incur expenses over and above those associated with hiring a non-retiree in a similar position with similar years of experience. The Employee agrees that the District may reduce the Employee’s pay to offset these expenses, provided that the Employee’s pay does not fall below the state minimum.

**FORT HANCOCK INDEPENDENT SCHOOL DISTRICT
P.O. BOX 98
FORT HANCOCK, TEXAS 79839**

**TIMECLOCK PLUS
CORRECTION FORM**

Before any corrections are made in the TIMECLOCK PLUS system, all information on this form must be completed, signed by the employee and approved by their Supervisor. Completed Correction Forms must be turned into the Payroll Department along with the weekly TIMECLOCK PLUS Punch Detail Report each Monday morning.

NAME: _____

EMPLOYEE NO. _____ **DATE:** _____

REASON FOR CORRECTION

- Did not have access to Time Clock
- Forgot to Punch In
- Forgot to Punch Out
- Time Clock Not Working **

FOR OFFICE USE ONLY
DATE CORRECTED ____/____/____
INITIAL _____

CORRECTED TIME(S)

DATE ____/____/____

IN PUNCH _____
AM / PM

OUT PUNCH _____
AM / PM

=====

Employee Signature DATE ____/____/____

Supervisor Approval DATE ____/____/____

* If no access to Time Clock please let Technology know immediately.
** If Time Clock is not working for any reason contact the Technology Director or Payroll Department immediately.