

PROFESSIONAL PERSONNEL COMPENSATION

SALARY SCHEDULES

Upon the recommendation of the Superintendent, the School Board shall establish salary schedules that shall be used to determine the salaries to be paid to teachers and all other school employees. Salaries of all school personnel shall be set by the Superintendent. The salaries of all personnel are generally based upon an established salary schedule and associated regulations; provided, however, that salaries may be stated in and controlled by an employment contract. The salaries as provided in any salary schedule shall be considered as full compensation for all work required and performed within each employee's prescribed scope of duties and responsibilities.

Salary schedules established for teachers, administrators, and other certified school personnel shall be based upon the following criteria, with no one criterion accounting for more than fifty percent (50%) of the formula used to compute such employees' salaries:

1. Effectiveness, as determined by the performance evaluation program as provided in La. Rev. Stat. Ann. §§17:3881 through 3905.
2. Demand, inclusive of area of certification, particular school need, geographic area, and subject area, which may include advanced degree levels.
3. Experience.

No employee who is rated *ineffective* pursuant to the School Board's performance evaluation program shall receive a higher salary in the year following the evaluation than the employee received in the year of the evaluation.

The amount of the annual salary paid to any employee in any school year shall not be reduced below the amount of such salary paid during the previous school year, nor shall the amount of the annual salary paid to any employee be reduced at any time during an academic year. The limitations on the reduction in the amount of the annual salary paid to any employee shall not be applicable to:

1. The correction of any accounting errors or to a reduction necessitated by the elimination of a state program or state funding;
2. The reduction of any local salary supplement funded, in whole or in part, from a revenue source requiring voter approval, when such voter approval has not been obtained;
3. An employee who has been promoted and subsequently demoted to a lower

position. In this case, the employee's salary shall return to the salary previously received in the lower position from which promoted; or

4. The elimination, discontinuance, or reorganization of the position to which the employee is assigned that results in the employee working fewer hours, days, or months. In such case, the employee's salary for that academic year shall not be reduced. After that year, the employee's salary shall be determined in accordance with the applicable salary schedule for the employee's position.

Ordinarily, no teacher shall be placed on the payroll of the school district unless the teacher holds a valid certificate as required by law, and a copy of the teacher's contract has been filed with the Superintendent. Exceptions may be made only when qualified teachers with valid certification are not available for employment.

SALARY SUPPLEMENTS

The School Board, at its discretion, may allow salary supplements to certain instructional personnel who assume special duties. Such supplements shall be reviewed and adopted upon the recommendation of the Superintendent.

EXPERIENCE CREDIT

A year of teaching experience is defined as each scholastic year of employment as a certified teacher in public schools within any of the fifty states of the United States of America, or within any of its territorial possessions; or as a teacher in a private or parochial school, as an employee in a state department of education, or as an instructor in an institution of higher learning. All such experience must have been as a teacher in an institution or school accredited by one of the recognized regional accrediting agencies in the United States of America (e.g., SACS). Experience outside the United States of America, its territories or possessions must be in an institution or school accredited by an accrediting agency recognized by the United States of America.

A year of teaching experience shall be granted if the person was employed for at least ninety-one (91) instructional days during one (1) scholastic year, excluding holidays, as verified by the Superintendent. However, not more than one (1) year of experience shall be granted for a period inclusive of twelve (12) consecutive calendar months. All experience must have been on a full-time basis.

Any teacher holding a valid Louisiana teaching certificate in the public school system of Louisiana who has transferred to Louisiana from a public school system of another state and who, at the time of such transfer, held a valid teacher's certificate from that state, shall be given full credit under the salary schedule for the years of satisfactory teaching service previously rendered in the public school system of that state. Credit for previous teaching experience shall also be granted to anyone employed who holds a valid

Louisiana teaching certificate and is employed or has been employed by another public school system in the state.

ADVANCED DEGREE

When a teacher earns additional college credit, is awarded an advanced degree, or receives additional training that would result in an increase in salary, said teacher shall be paid for the advanced degree or training beginning with the next school semester after all necessary documentation has been received from the Louisiana Department of Education. It shall be the responsibility of the employee to assure proper notification is given to the Superintendent or his/her designee.

RETIREEES

The salary of any retiree who is re-employed as a full-time teacher shall be based on the salary schedule which accounts for all prior years of teaching service and pertinent experience. The status of any retiree who is re-employed shall be the same as a full-time active employee, subject to all applicable rules, procedures, policies, and statutes that apply to all such full-time active employees.

The retirement of an employee prior to his/her re-employment as a retiree shall constitute a break in his/her service with the School Board for purposes of tenure and sabbatical leave. The retiree shall not be allowed to carry forward annual leave days accumulated by him/her as of the date of his/her retirement, but he/she may carry forward accumulated sick leave days provided that he/she has returned to employment within five (5) years of his/her last employment as a teacher within the school system. A retiree shall have the right to earn additional sick leave and annual leave, if applicable, on the same basis as other similarly situated newly hired employees while a retiree.

LONGEVITY INCREMENTS

All personnel are covered by a program of longevity increments to veteran Parish employees by the payment of longevity increments based upon all years credited in the employment of a school system plus a maximum of four (4) years military service prior to December 13, 1975, and all years in the employment of Terrebonne Parish School Board after December 13, 1975, above the regular annual salary.

<u>YEARS</u>	<u>INCREMENT</u>	<u>YEARS</u>	<u>INCREMENT</u>
8	\$300	21	\$1,600
9	\$400	22	\$1,700
10	\$500	23	\$1,800
11	\$600	24	\$1,900
12	\$700	25	\$2,000

13	\$800	26	\$2,100
14	\$900	27	\$2,200
15	\$1,000	28	\$2,300
16	\$1,100	29	\$2,400
17	\$1,200	30	\$2,500
18	\$1,300	31	\$2,600
19	\$1,400	32+	\$2,700
20	\$1,500		

STIPENDS

Stipends will be paid, only when offered, to employees including, but not limited to, teachers, school administrators, and paraprofessionals who participate in in-service training activities. Stipends, if offered, will be paid only after regular work hours, during holidays (exclusive of any paid holiday), or after the employee's regular contract period.

Maximum standards for stipends will be established by the Superintendent and staff and must be adhered to by all funding sources. In advance of each activity, presenters and participants shall be informed of the stipend.

The appropriate staff member shall approve employee eligibility for attendance of in-service training activities and the payment of stipends for said activities.

WORK SCHEDULES

The work schedule for exempt employees such as principals, teachers and others may vary as to time of reporting and shall continue until professional responsibilities to students, school, and School Board have been completed. Administrative meetings, curriculum development, pupil supervision, assigned duties, parent conferences, group or individual planning, extracurricular activities, School Board and Board Committee meetings may require hours beyond any stated minimum. The Superintendent or his/her designee, consistent with the FLSA and the provisions of this policy, shall define work schedules for exempt employees.

Exempt employees are excluded from the overtime requirements and their work schedules may include meetings, extracurricular activities, parent conferences, planning time, and other responsibilities of the position.

OVERTIME COMPENSATION

Any professional employee who is classified as non-exempt for overtime purposes, shall be eligible for overtime compensation in accordance with policy FILE: *F-10.1, Compensation Guides Non-Instructional/Support Personnel* and any pertinent federal regulations.

COMPENSATION DURING EMERGENCIES

Unless a *Declaration of Emergency* has been issued by the Governor of Louisiana, all School Board employees shall be expected to report to work. When a *Declaration of Emergency* which is applicable to Terrebonne Parish has been issued because of extreme weather or other specified emergency situations, employees shall not report to work except as directed by the Superintendent or his/her designee, and shall be paid at the rate of pay in force at the time of the declared emergency.

The Superintendent shall be authorized to determine which essential employees may be needed to work during any emergency, and in conjunction with members of the supervisory staff, shall identify essential employees by position or title. Upon the *Declaration of Emergency*, all scheduled vacations for designated essential personnel shall be cancelled. In the event of a school closure due to *State of Emergency* declarations, essential employees required to work during this time may be compensated at a rate determined by the Superintendent. Every effort shall be made to minimize required work of all employees during the period of a *Declared Emergency*.

ACKNOWLEDGMENT OF POLICY

Employees shall be provided a copy of this policy and be required to sign a statement to acknowledge their receipt of the policy.

Revised: September 1998
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Ref: 29 USC 201 et seq. (*Fair Labor Standards Act of 1938, as amended*); La. Rev. Stat. Ann. §§11:710, 17:81, 17:83, 17:84, 17:84.1, 17:411, 17:413, 17:418, 17:421.4, 17:422.6, 17:423, 17:424, 17:424.2, 17:424.3, 17:444, 17:491, 17:492, 17:496, 17:496.1, 17:497, 17:497.1, 17:498; *Wright v. Caldwell Parish School Board*, 30.448 (La. App. 2 Cir. 6/16/99); *Garcia v. San Antonio Metropolitan Transit Authority et al.*, 105 S. Ct. 1005 (February 1985); *Harrah Independent School District v. Martin*, 99 S. Ct. 1062 (1979); Board minutes, 12-16-75, 9-13-88, 9-18-90, 11-27-90, 6-93, 11-21-95, 9-15-98, 12-18-01, 7-11-06, 10-20-09 (reference), 11-20-12, 1-15-13, 12-06-16, 7-7-20.