

# **PAYROLL INFORMATION**

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# SPRING HILL INDEPENDENT SCHOOL DISTRICT

## PAYROLL SCHEDULE 2018 - 2019

*This includes Other Earnings, Absence from Duty Forms, and all Time Sheets*

Payroll Cut-off Dates	Due Date to Payroll By Noon*	Payday
July 27, 2018	July 31, 2018	August 20, 2018
August 31, 2018	September 5, 2018	September 20, 2018
September 28, 2018	October 2, 2018	October 19, 2018
October 26, 2018	October 30, 2018	November 16, 2018
November 30, 2018	December 4, 2018	December 20, 2018
December 28, 2018	January 8, 2019	<b>January 21, 2019</b>
February 1, 2019	February 5, 2019	February 20, 2019
March 1, 2019	March 5, 2019	March 20, 2019
March 29, 2019	April 2, 2019	April 19, 2019
April 26, 2019	April 30, 2019	May 20, 2019
May 31, 2019	June 4, 2019	June 20, 2019
June 28, 2019	July 2, 2019	July 19, 2019
July 26, 2019	July 30, 2019	August 20, 2019

**\*Time sheets and Absence from Duty forms will be due weekly on Tuesdays. Dates listed here are the final cut-off dates for items to be included in that month's payroll.**

## **Payroll Folder Check List 2018-2019**

### **Payroll documents to be turned in weekly.**

- Time sheets and Absence from Duty form for aides/secretaries
- Time sheets for subs in non-exempt positions. Subs may use a printed copy of the weekly template, and write in their times.
- Time sheets for retirees who substituted that week (using a printed copy of the weekly template).
- Absence from Duty form for teachers/administrators
- Extra Duty pay forms for teachers

Spring Hill ISD  
UIL Payroll Procedures

UIL Director High School - TBD

UIL Director Grades 3 through 8 – Janna Graham

**UIL Payroll Procedures for 2018-2019**

Payroll extra duty sheets will be turned in with the regular payroll and approved by the respective principals.

- Supplemental pay for Saturday meets will be paid monthly as events happen.
- Supplemental pay for UIL coaches will be paid in May.

**Requirements for UIL Coaches**

1. Must attend the district UIL meet for the event coached.
2. Must document student participation by having students sign in before each practice/event.
3. Must provide documentation of time worked outside the regular school day.
4. Must forward documentation of students and dates worked outside the school day to campus principal in order for it to be approved for payroll.

**Rates of Pay**

- High School: \$600 per event
- Junior High One Act Play: \$300
- Junior High and Lower Grades: \$200 per event per grade level
- Saturday Meets: \$100 for up to 3 meets
- Regional/State Meets: \$100
- High School Stipend for UIL Director: \$4,000

**Other Considerations – Non-Exempt, Hourly Employees**

The rates of pay listed above are for teachers and exempt employees. Non-exempt, hourly employees are required to be paid based on an hourly rate in order to be compliant with the Fair Labor Standards Act. Should a principal determine that it is necessary to allow an hourly employee to serve as a UIL coach, the rate of pay will be minimum wage of \$7.25 per hour. Hourly employees will be allowed to work up to 27 hours of coaching at the lower grades (eighth grade and lower) and 82 hours of coaching at high school. These hours are calculated based on the amounts paid to teachers at the respective campuses. (\$200 divided by \$7.25 and \$600 divided by \$7.25). The rate of pay will be \$7.25 per hour for Saturday meets with up to 13 hours allowed for each meet.

**Budget Coding for Payroll Purposes**

High School: 199-36-6119-89-001-0-99-000

Junior High: 199-36-6119-89-042-0-99-000

Intermediate: 199-36-6119-89-101-0-99-000

Primary: 199-36-6119-89-103-0-99-000

Spring Hill ISD Salary Schedule 2018-2019  
for Teachers and Librarians

Years Exp	Minimum State Salary Schedule	District Salary Schedule	District Above State Minimum
0	\$28,080	\$34,000	\$5,920
1	\$28,690	\$34,200	\$5,510
2	\$29,290	\$34,400	\$5,110
3	\$29,890	\$34,600	\$4,710
4	\$31,170	\$34,800	\$3,630
5	\$32,440	\$35,736	\$3,296
6	\$33,720	\$37,001	\$3,281
7	\$34,900	\$38,241	\$3,341
8	\$36,020	\$39,440	\$3,420
9	\$37,080	\$40,572	\$3,492
10	\$38,080	\$41,648	\$3,568
11	\$39,020	\$42,658	\$3,638
12	\$39,930	\$43,616	\$3,686
13	\$40,760	\$44,534	\$3,774
14	\$41,560	\$45,382	\$3,822
15	\$42,310	\$46,227	\$3,917
16	\$43,030	\$47,039	\$4,009
17	\$43,700	\$47,799	\$4,099
18	\$44,340	\$48,528	\$4,188
19	\$44,940	\$49,205	\$4,265
20	\$45,510	\$49,851	\$4,341
21	\$45,510	\$50,465	\$4,955
22	\$45,510	\$51,038	\$5,528
23	\$45,510	\$51,560	\$6,050

**Spring Hill ISD  
Substitute & Extra Duty Pay Schedule**

**SUBSTITUTE: \$65 PER DAY**

**SUBSTITUTE – LONG TERM (IN THE SAME POSITION)**

Description	Amount
Day 1 through 15	\$65 per day
Day 16 through 30	\$70 per day
Day 31 through 36 (with bachelor's degree)	\$85 per day
Day 37 forward (with teaching certificate)	\$130 per day
Cafeteria Substitutes	\$8.10/hour
Maintenance/Custodial Substitutes	\$8.10/hour
Bus Substitutes	\$15/hour

**EXTRA DUTY PAY – UNASSIGNED**

Description	Amount
Athletics Event, Regular Season	\$10 per hour
Athletics Event, Playoffs	\$15 per hour
Homebound Teacher	\$35 per hour
Summer School Aide	\$10 per hour
Summer School Teacher	\$25 per hour
Tutoring, Teacher	\$25 per hour
Saturday School	\$25 per hour
UIL Contest Coaching – Junior High	\$200 per team coached
UIL Contest Coaching – High School	\$600 per team coached
UIL Tournaments – Saturday Meets	\$100 per day (up to 3 per event)
UIL Regional/State Meets	\$100
Junior High One Act Play	\$300

## **Exchange Days**

The 2018-2019 school calendar includes three exchange days. The dates are November 19<sup>th</sup>, 20<sup>th</sup>, and January 21<sup>st</sup>.

Exempt staff are required to attend 18 hours of staff development beyond their contract days to be off on these days. Campus principals and the curriculum director are responsible for determining the appropriateness of the professional development topics selected by staff. Exempt staff members who do not earn sufficient comp time through staff development will be docked.

Non-exempt staff may earn comp time through summer workshops (for instructional aides), working during registration, working late, Meet the Teacher night, etc.

**IMPORTANT:** All comp time earned for non-exempt employees must be documented on a time sheet.

## **The Fair Labor Standards Act**

Spring Hill Independent School District makes every attempt to be compliant with all Fair Labor Standards Act provisions. Board Policy addresses the Fair Labor Standards Act under DEA (Legal).

Included in this section is the FLSA questionnaire "Is Your Department in Compliance with the FLSA"? Every Spring Hill ISD campus/department should be able to answer all of these questions "YES".

Additional information can be found on the Department of Labor's website,  
<https://www.dol.gov/whd>.



## **Spring Hill ISD**

### **Staff Responsibilities: Account Distribution**

#### **Student Populations Program Information**

- PIC 11: Regular Education Students
- PIC 21: Gifted & Talented
- PIC 22: Career and Technical Education
- PIC 23: Special Education
- PIC 24: Accelerated Education (State Compensatory Education)
- PIC 25: Bilingual Education
- PIC 25: ESL Education
- PIC 26: Non-Disciplinary Alternative Education Program
- PIC 28: Disciplinary Alternative Education Program – Basic
- PIC 29: Disciplinary Alternative Education Program – SCE Supplemental
- PIC 30: Title I, Part A School Wide Activities Related to SCE (Campuses with 40% or more educationally disadvantaged students)
- PIC 32: Pre-Kindergarten

For 2018-2019 preliminary budget planning each employee's account distribution from 2017-2018 will be applied to their 2018-2019 assignment.

**Due August 1, 2018:** To ensure that assignments are coded correctly for 2017-2018 campus principals will provide the Director of Finance with a detailed list of teachers/staff assigned to their campus, and their class schedules. The list should include specifics on student populations being served. This information will be reviewed by the Director of Finance and the Payroll Coordinator and account codes will be updated accordingly.