




STATE OF LOUISIANA
DEPARTMENT OF EDUCATION
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DATE: July 21, 2008

CIRCULAR: 1113

TO: Parish/City/Local School Superintendents
Recovery School District Superintendents
State Director of Special School District
Louisiana State University
and Southern University Deans, Colleges of Education
Charter School Board Presidents and School Administrators

FROM: Paul G. Pastorek 
State Superintendent of Education

SUBJECT: 2008-2009 Salary Supplement for Non-Certificated Support Personnel

House Bill 1 of the 2008 Regular Session of the Louisiana Legislature appropriated \$48,600,000 dedicated to a one-time salary supplement for all non-certificated, unclassified support personnel. The salary supplement amount is \$1,000 per full-time support employee. In addition, retirement in the amount of 17.8% is included in the appropriated amount. The provision of this one-time supplement will have no impact on the support worker salary schedules.

Allocation Methodology

Allocation of the funds for the salary supplement is based on the October 1, 2007, Profile of Educational Personnel (PEP) data submitted by each school district, lab school, special school, charter school, and the Office of Youth Development. Part-time employees were converted to FTE (full-time equivalent). This conversion means that the part-time employee should be paid a prorated portion of the salary supplement based on which portion of a full-time employee he/she actually worked; for example, if the employee worked a third of the time of a full-time employee, he/she should receive a third of the salary supplement amount.

Definition of Non-Certificated Support Personnel

For the purposes of the allocation of these funds, *non-certificated support personnel* are defined as aides (object code 115, function codes 1000-4900); support supervisors (object code 111, function codes 2130, 2300 [except 2311, 2321, 2324, 2831 and 2832] and 2500-4900); clerical/secretarial (object code 114, function codes 1000-4900); service workers (object code 116, function codes 1000-4900); skilled craftsmen (object code 117, function codes 1000-4900); degreed professionals (object code 118, function codes 1000-4900, except 2134); and other personnel (object codes 100, 110 and 119; function codes 1000-4900).

Payment Timeline and Methodology

Each employer must provide this supplement to all eligible employees identified above employed on a date designated by the employer. The designated date for employment eligibility must be between the period of August 1, 2008, and October 31, 2008. The deadline for distributing support pay supplements is the last payroll run in the month of October. Federal funds may be used for those employees paid exclusively with federal funds. All entities should maintain sufficient documentation to support this distribution.

Reporting Guidelines

These funds should be recorded in the FY 2008-09 Annual Financial Report in keypunch code 8200 – *Revenues From State Sources – Other Restricted Revenues*. The salary supplement should be recorded in the Profile of Educational Personnel database as *Base Salary*.

Special Schools and Office of Youth Development

Special schools and the Office of Youth Development will need to complete a J4 to request these funds from the Department. You may contact Annette Chustz in Appropriation Control for further information regarding this transaction. She may be contacted at 225-342-3780. In addition, if necessary, prepare a BA-7 to increase your budget authority and provide this information to your budget analyst at the Division of Administration.

PGP:ES:cs

Attachment

c: SBESE Members
Erin Bendily, Office of the Governor
Senator Joel Chaisson, II, President of the Senate
Senator Ben W. Nevers, Chairman, Senate Education Committee
Representative Donald M. Trahan, Chairman, House Education Committee
James R. Fannin, Vice Chairman, Joint Legislative Committee on the Budget
Angele Davis, Commissioner of Administration
Parish/City/Local School System Business Managers/Directors of Finance
Recovery School District Business Managers/Directors of Finance
Charter School Business Managers/Directors of Finance
Special School Business Managers
Ollie S. Tyler, Deputy Superintendent of Education, LDE
Elizabeth "Beth" Scioneaux, Deputy Superintendent for Mgt and Finance, LDE
Charlotte Stevens, Education Finance, LDE
Babette Myers, Appropriation Control, LDE
Tommy Smith, Assistant Director of Budget and Planning, LSU
Dr. Wade Smith, Director, LSU Lab School
Bob Kuhn, Associate Vice Chancellor, LSU
Dr. Derek Morgan, Director, SU Lab School
Cary Clark, Comptroller's Office, SU
James Cannon, Budget Office, SU
Lloyd Dressel, LSBA
George Silbernagel, House Appropriations
Jeanne Johnston, Senate Education
Etta Harris-Whitmore, Office of Planning and Budget
Kevin Suire, Office of Planning and Budget
David Ray, Senate Finance
Gordon Monk, Legislative Fiscal Office
Ruth Johnson, Deputy Undersecretary, Office of Youth Development