

2019-2020 Certificated and Support Personnel Pay Raises

June 28, 2019

The 2019-2020 Minimum Foundation Program (MFP) formula proposed by the Board of Elementary and Secondary Education (BESE) and funded by the Legislature included permanent annual pay raises for LEA and school certificated and support staff. The pay raise provision includes a \$1,000 certificated personnel pay raise along with a \$500 support staff (non-certificated) pay raise. Associated employer retirement costs are supported at 26.0 percent for certificated staff and 29.4 percent for support staff.

This document serves as a directive to districts and schools to comply with the implementation of the pay raises and provides answers to commonly asked administrative questions.

For further information on this matter, send inquiries to LDOEMFPHelpdesk@la.gov or call the LDOE's MFP Section at 225.342.3617.

Qualifying Criteria for Pay Raise Funding

What specific information is critical to determining if a position is a certificated or support staff position?

The object and function combinations reported for each position are the determining factors for identifying positions as either certificated or support staff. The PEP Guide provides information on the different object/function combinations and can be viewed at <https://www.louisianabelieves.com/docs/default-source/data-management/ldoe-data-systems-user-guides.zip?sfvrsn=2>

Which positions are eligible for the certificated pay raise funding allocation?

Positions that traditionally require a teaching or school leadership certificate, also known as certificated personnel, are eligible to be counted in the funding allocation for the certificated pay raise. The MFP Resolution, SCR 3 of 2019, states the positions included are:

- **Teachers** (all function codes 1000-2200s, object code 112);
- **Therapists/Specialists/Counselors** (function codes 1000-2200s, object code 113);
- **School Site-based Principals, Assistant Principals, and Other School Administrators** (function code 2400s, object code 111);

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- **Central Office Certificated Administrators** (function code 1000-2200 & 2324, 2831, and 2832 (excluding 2130s), object code 111);
- **School Nurses** (function code 2134, object code 118);
- **Sabbaticals** (function code 1000-2200s, 2134 and 2400s, object code 140).

Note: Regular Pre-K personnel are not included as required positions in the pay raise as they are not funded by the MFP per the Constitution.

Which school employees are eligible for the support personnel pay raise?

School-level positions that do not require a teaching or school leadership certificate are eligible to be counted in the funding allocation for the support personnel pay raise. The MFP Resolution, SCR 3 of 2019, states the positions included are:

- **Aides** (function codes 1000-4900s, object code 115);
- **Support Supervisors** (function codes 2130s, 2300s (excluding 2311, 2321, 2324, 2831 and 2832) and 2500- 4900s, object code 111);
- **Clerical/Secretarial** (function codes 1000-4900s, object code 114);
- **Service Workers** (function codes 1000-4900s, object code 116);
- **Skilled Craftsmen** (function codes 1000-4900s, object code 117);
- **Degreed Professionals** (function codes 1000-4900s (excluding 2134), object code 118);
- **Other Personnel** (function codes 1000-4900s, object codes 100, 110 and 119).

Note: Regular Pre-K personnel are not included as required positions in the pay raise as they are not funded by the MFP per the Constitution.

In what documents are the object and function codes used in identifying eligible positions defined?

Certificated and support personnel are defined in the LDOE's accounting framework found within *Bulletin 1929, the Louisiana Accounting and Uniform Governmental Handbook (LAUGH)*.

Will the pay raise allocation include all K-12 support personnel positions?

Yes, the pay raise allocation will include all K-12 support personnel positions.

Are charter school positions included in the position count that qualifies for the pay raise allocation?

Yes, charter school positions are included in the position count used in the pay raise allocation.

How will support personnel positions in which certificated staff are employed be treated in the allocations?

The allocation is centered on positions, not individual staff. An individual with a teaching certificate who is employed in a support staff position that does not require a teaching certificate does not change the status of the classification of the position. The pay raise for such a position is funded at \$500 in the support staff allocation.

Where can the pay raise allocations be viewed?

Within the MFP Budget Letter, Circular 1163 dated June 28, 2019. This information can be accessed at <https://www.louisianabelieves.com/resources/library/minimum-foundation-program>

Are only employees paid with State General Fund included in the position count for the pay raises?

No, all positions, regardless of fund source, are included in the position count and funding for the pay raises.

Do ROTC Instructors qualify for the certificated pay raise?

Yes. BESE has adopted a policy requiring that individuals teaching Junior ROTC have an ancillary certificate. These instructors previously fell within the object/function code combination for teachers. With the new BESE policy regarding ancillary certificates for ROTC instructors, these instructors now meet the dual requirement qualifying them for the certificated personnel pay increase.

Pay Raise Funding

What is the amount of the certificated pay raise?

The pay raise provided for full-time certificated personnel is \$1,000.

What is the amount of the support personnel pay raises?

The pay raise provided for full-time support personnel is \$500.

Will part-time certificated and support personnel be provided the pay raise?

Yes, since the pay raise allocation is based on FTEs, then part-time staff will be paid commensurate to the time worked.

How will the pay raise funding be received?

The funding will be provided through the MFP monthly payments.

Will MFP payments starting in July 2019 be calculated based on the final allocation for the pay raise?

No, a preliminary allocation will be prepared for the cost of the pay raises.

On which data will the preliminary allocation be based?

The preliminary allocation will be based on the October 1, 2018 Profile of Educational Personnel (PEP) data submission.

On which data will the final allocation be based?

The final pay raise allocation will be based on the October 1, 2019 Profile of Educational Personnel (PEP) data submission. Therefore, it is critical that the data transmitted to the Department of Education for the October 1, 2019 PEP submission be accurate and submitted in a timely manner.

For how many months will the preliminary allocation be used to make payments for the pay raise?

This preliminary allocation will be used to make monthly payments through the MFP from July 2019 through December 2019.

What is the process for finalizing the pay raise allocation?

Eligible positions and counts for the October 1, 2018 PEP data submission will be compared to the new October 1, 2019 PEP data submission. Any differences discovered in the data will be adjusted, both increases or decreases, and a final allocation calculated.

How will payments be adjusted once the pay raise allocation becomes final?

MFP pay raise payments to date will be compared to the final pay raise allocation and adjustments made to payments, upward or downward, as appropriate.

In what month during the year will payments for the pay raises be adjusted?

Adjustment to payments as a result of the pay raise reconciliation will take effect within the January 2020 MFP payments.

Will the employer share of the retirement contribution for certificated personnel be provided?

Yes, the pay raise amount of \$1,000 plus 26.0% for the associated employer retirement contribution will be provided.

Will the employer share of the retirement contribution for support personnel be provided?

Yes, the pay raise amount of \$500 plus 29.4% for the associated employer retirement contribution will be provided.

Will charter schools receive the portion of the pay raise allocation for the employer share of the retirement contribution?

Yes, charter schools will receive the allocation for the employer share of the retirement contribution for both certificated and support personnel pay raises, in order to address the associated costs of the retirement obligations of their particular retirement plans.

Granting Pay Raises

Are the 2019-2020 certificated and support personnel pay raises permanent pay raises or are they one-time stipends?

The 2019-2020 pay raises are intended to be permanent pay raises.

Must a pay raise be provided to certificated staff which have been rated as “ineffective?”

Louisiana Revised Statute 17:418 states: *No teacher or administrator who is rated “ineffective” pursuant to the performance evaluation program as provided in R.S. 17:3881 through 3905 shall receive a higher salary in the year following the evaluation than he received in the year of the evaluation.*

Must the certificated pay raise be given at \$1,000 per full time equivalent (FTE)?

Yes, all certificated staff should be provided the pay raise at \$1,000 per full time equivalent (FTE).

Are districts, charter schools, lab schools, and State schools required to pass along the pay raise allocation to their staff?

Yes, districts and schools are required to use the funds for pay raises to fulfill the requirements in the MFP Resolution and the legislative appropriation as intended.

What are the required timelines for distribution of the pay raise?

Each LEA shall include the pay increase in the 2019-2020 salary schedules and begin paying the increase to staff for all pay periods beginning no later than August 1, 2019, and thereafter.

May the federal fund source be charged for those employees paid with federal funds?

Yes. If funding is available, the federal fund source may be charged to the extent that the current salary is charged.

Is this pay raise to be added strictly to base salary at a first year teacher with a Bachelor's Degree and zero years' experience?

No, the pay raise must be added to every step in the salary schedule no matter the degree level or years of experience.

Does the pay raise have to be allocated to "not more than 50% in categories of Effectiveness, Demand, and Experience" per requirements of La. R.S. 17:418?

The pay raise must be provided as an addition to the base salary which takes into account performance, demand, and experience.

How will the pay raises be continued in subsequent years?

In subsequent years, we expect that funding for the pay raises will be continued in Level 3 of the MFP formula. In FY 2020-2021, the FY 2019-2020 allocated amount will be converted to a per pupil amount using the October 1, 2019 MFP student count and will be multiplied by the current year's MFP membership to determine the new year's allocation.

Reporting on Pay Raises

How should this funding be recorded in the Annual Financial Report (AFR)?

Funding for the pay raise is included in the MFP Appropriation, and the revenue should be recorded as MFP funds – keypunch code 0004300.

What, if any, documentation should LEAs provide or maintain to demonstrate that the pay increases were given as outlined in the 2019-2020 MFP Resolution?

Salary schedules must be updated by LEAs to incorporate the pay raises and since this information will be readily available, the salary schedule documents will be sufficient.