

Service and Salary Basics

Minimum Salary Schedule

- General Service Record Information

Texas Service

- Professional Personnel
- Aide Experience
- Substitute Experience
- Career and Technology Experience
- Full-time Registered Nurse (RN) Experience
- Military Service

Helpful Contact Numbers

Minimum Salary Schedules

The minimum salary schedule pertains to the following staff:

- Classroom teachers
- Full-time School Librarians
- Full-time School Counselors
- Full-time School Nurses

A school district may not pay less than the state base minimum salary for an individual's years of experience as determined by Commissioner's Rules on Creditable Years of Service, TAC Section §153.1021

Classroom Teacher

A classroom teacher is an educator who teaches an **average of at least four hours per day** in an academic or career and technology instructional setting.

Holds the relevant certificate issued by the State Board for Educator Certification (SBECE).

School Librarian, School Counselor

A school librarian is an educator who provides full-time library services and holds the relevant certificate issued by the State Board for Educator Certification (SBEC).

A school counselor is an educator who provides full-time counseling and guidance services and holds the relevant certificate issued by the SBEC.

School Nurse

A school nurse is an educator employed to provide full-time nursing and health care services and who meets all the requirements to practice as a registered nurse (RN) pursuant to the Nursing Practice Act and the rules and regulations relating to professional nurse education, licensure, and practice, and has been issued a license to practice professional nursing in Texas.

Full-time Service

Full-time means contracted employment for at least ten months (187 days) for 100% of the school day.

An eligible educator who is employed by more than one district in a shared service arrangement or by a single district in more than one capacity among any of the eligible positions, qualifies for the salary increase as long as the combined functions constitute full-time employment.

Service Records

A legible copy of the service record must be kept by the employing school district for 75 years.

The original signed service record should be given to the employee or sent to the next ISD or charter school once employment is terminated.

If an original service record is lost a copy from the district is valid for determining service.

A scanned version of the original service record may be considered official if sent directly from one employing district to another employing district.

Digital Service Records

Digital service records are valid only for the designated recipient.

- A digital version that includes information from previous employing districts is acceptable if the most recent school district is the designated recipient of the information from the previous districts.
- A digital copy is not official from the educator.

Digital service records must still be signed. There are many digital signature options and districts are free to choose an option that works best for their district.

Service Records Documentation

All supporting documentation, such as a Statement of Qualifications (SOQ), aide experience, etc., should be kept with the original. A legible copy of any supporting documents needs to be kept with the district copy of service records.

Signed by educator” has been replaced with “verified by educator” in the Commissioner’s rules.

Service Records, Where Have You Gone???



Lost service records



The employing ISD should do their best to recreate the information to the best of their ability.



Some of the things you may request are paystubs or W2's.



Check with your PEIMS contact.

Service Records, Where Have You Gone???

You can have the individual check with a district that previously employed them. While a district is not required to maintain another district's records, many do for audit purposes. In this digital age it no longer requires offsite storage, so you might get lucky.

TEA does not track an educator's service. The most we can offer, upon a written request from the employing ISD, would be PEIMS data.

Updated Service Forms

NEW!-The verification of accreditation form has been updated and verification for the British System is now included on same form, so you no longer need to determine which form to provide the educator.

All service forms are now available on the TEA website under [Salary and Service Record](#) as an interactive PDF and Word.

Professional Personnel

Aide Experience

Substitute Experience

Career and Technology Experience

Full-time Registered Nurse (RN)
Experience

Military Service

Texas Service

Professional Personnel

Individuals serving in positions that are not tied to the minimum salary schedule may still earn service for salary increment purposes should they return to a position that is tied to the minimum salary schedule.

Examples include the following scenarios:

- A certified principal who serves 2 years as a principal then returns as a classroom teacher
- An individual who serves 5 years in a public school district as an appropriately licensed psychologist, then becomes a certified school counselor and begins to serve as full-time school counselor

Professional Personnel (continued)

- Any other personnel reported by a school district to the Public Education Information Management System (PEIMS) with a "professional" role-id
- They must hold the proper state or national licensure as required by the position; or must have the educational requirements for the job assigned.

Educational Aide Experience

Beginning in 2004-2005 a certified teacher aide who obtains teacher certification may count up to 2 years for salary purposes.

The “may” does not mean it is a district choice, it means that the educator may not have the necessary minimum days for the full 2 years.

Example scenarios of eligible aide experience

Valid Aide Service

- Served as full-time certified aide from 1995-2002, became a certified teacher in 2008
- Served as a certified aide in 2012 -2013 for 96 days, became a certified teacher in 2014, eligible for 1 year of service

Example scenarios of someone who is **not** eligible

Aide Service That is Not Valid

- Full time certified aide through 1995-2000, became a teacher in 2003
- Served as an aide but did not hold a certificate
- Served as an aide 2006-2007 but only for 60 days and then became a teacher in 2008
- Became a teacher in 2005, served as an aide in 2007

Career and Technical Education Experience (CTE)

There are only 3 certificates that require work experience:

- Trade and Industrial Education
- Health Science
 - (previously Health Science Technology)
- Marketing

Career and Technical Education Experience (CTE)

Employed at least 50% in an approved CTE position

If experience is based on a skill-based certificate that has been added by examination, note on the service record the first date the educator worked 50% of the day in the appropriate assignment.

Once earned, it cannot be taken away, even if no longer working in a CTE assignment

Full-time registered nurse, must meet all requirements to practice in Texas pursuant to the Nursing Practice Act



Verified Peace Corps nursing experience



Hospital nursing experience

RN position with an accredited university-operated hospital

School Nurse Experience



Military Service

Most important questions to ask before sending the educator to obtain all documentation:

- What were you doing the 12 months before entering the military?
- When did you enter the military after leaving your previous employer?

If they were employed in a professional position by an entity recognized for years of service and then entered the military within 12 months into active duty, review the required documents listed in the Commissioner's Rules.

Wrap Up

All documentation and forms should be attached to the educator's service record.

Add **notes, notes, notes** and more **notes** to any exceptions, local district decisions, weird stuff and/or confusing information. This will help you and future school districts understand why a decision was made.