

# Service and Salary

---

TEXAS EDUCATION AGENCY

TEXAS SERVICE BASICS

# Texas Entities



## Navigating the Commissioner's Rules

# Texas Entities

PUBLIC SCHOOLS

CHARTER SCHOOLS

PRIVATE SCHOOLS

TEXAS UNIVERSITIES

# Texas Public Schools

Certification is required

Proper state or national licensure as required by the position or the educational requirements for the job assigned.

# Texas Public Schools

---

Service record is required

- ▶ Attach any supporting documentation to the service record.
- ▶ For permits that are not reflected online, such as old permit renewals attach a copy to the service record.

## Districts of Innovation (DOI)

An educator that does not hold a valid Texas certificate does not earn service for salary increment purposes.



This does not mean you cannot pay them according the minimum salary schedule but it will be a local district decision.

**Tip: It can be helpful to specify on a service record that the position was as a non-certified teacher**

# Texas Charter Schools

Employment must have been in a professional capacity (§153.1021(a)(14))

- Teacher certification is required only if it is a special education or bilingual assignment, or it is stated in the charter application.
- Service record is required

# Charter School Accreditation

---

There are 2 search options to find charter schools on the TEA website.

- AskTed
- Select **Reports & Data, School Performance, Accountability Rating System**, then select the appropriate year and then Charter School Ratings

# Charter School Accreditation

---

The Division of Charter School Administration has advised that if a charter is listed here, it was operating as a public school in Texas, even if “Not Rated.”

A charter school may change its name but the district ID number never changes.

# Closed Charter School Service Records

If a charter school is taken over by another charter or ISD, those records would go to the new school.

If a charter school is truly closed, then the educator will need to contact Region 13. If the school did not keep appropriate records, the educator may need to provide additional information before they can create or provide a valid service record.

## Texas Private Schools

Valid accreditation at the time of service is required

Service beginning 1989 and still current today: Texas Private School Accreditation Commission (TEPSAC)

- Certification is not required
- Service record is required

# Texas Private Schools

---

## Accreditation Prior to 1989

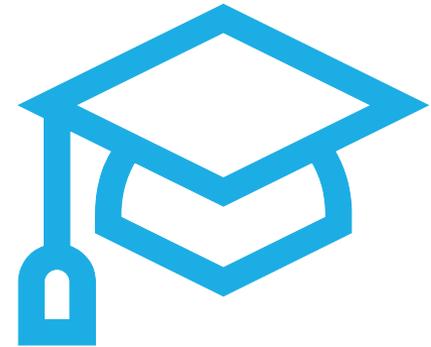
- Prior to 1986-1987: TEA or Southern Association of Colleges and Schools (SACS)
- 1986-87 through 1988-89: TEA or recognized regional accrediting agency
- If you wish to verify a TEA accredited school prior to 1989 please contact TEA

# Texas Universities

---

For private colleges and universities, accreditation by the Southern Association of Colleges and Schools (SACS) is required.

Service record is required



# Texas Universities

---

## Verification of employment

- Part-time - beginning in 1978-1979
- Beginning 1990-1991 employment must have been at least 3 ½ hours each day
- Faculty status or equivalent

# Navigating the Commissioner's Rules Chapter 153

DEFINITIONS

ENTITIES

SERVICE RECORDS

# Definitions

---

(a) 1 through 21 lists basic information that is referred to in the rules. If you are not sure what a rule means, the definition often gives the clarification you need.

# Definitions

---

Example:

What is meant by professional personnel?

- Teachers, full-time librarians, full-time counselors, full-time school nurses, other employees who are required to hold a certificate issued under TEC, Chapter 21, Subchapter B, and any other personnel reported by a school district to the Public Education Information Management System with a "professional" role-id.

# Definitions

---

How would you figure out the minimum number of days for someone who only worked a few months and summer school?

- Review the definition for a contractual year, July 1-June 30. These dates can become very important when trying to get to 90 days.

Sections (b) through (e) provides information on the following:

General documentation information

Current and historical service record information

General  
Service  
Information

# Minimum Requirements: Section (f)

---

Rules for the minimum number and percentage of days needed to earn a year of creditable service for salary increment purposes has changed throughout the years.

# Minimum Requirements: Section (f)

---

The current rule beginning with the 1998-1999 school year is 90 days required at 100% of the day may be equivalent to four and one-half months or a full semester. The 180 days required at 50-99% of the day may be equivalent to 90 full-time equivalent days (percent of day employed multiplied by number of days employed).

Years prior to 1998-1999 changed several times and you want to check the rules under section (f) when reviewing service for those years.

# Entities Recognized for Service

---

(g) is a simple list of 18 entities

(h) gives the specific requirements for each entity listed under (g)

## Entities Recognized for Service

Do not assume what you believe to be true is correct; if there is even a slight doubt, check the rule.

Don't argue with the educator, show them the rule.

# Additional Service Eligibility

Sections (i) through (m) provide service information for:

- Career and Technology Teachers (common)
- Adultry basic education program credit(uncommon)
- Substitute Teachers (common)
- Educational Aides (common)
- Information about when the minimum salary schedule will be posted

# Minimum Salary for Certain Professional Staff (§153.1022)

This section provides information about the eligibility criteria for individuals who must be paid according to the minimum salary schedule along with general eligibility information as defined in the Texas Education Code.

## 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.