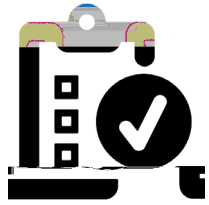


The background of the slide is an aerial photograph of a city. In the foreground, a wide river flows through a lush green area with many trees. A bridge crosses the river. In the middle ground, there are several large, modern buildings, including a prominent one with a curved facade. In the background, a city skyline is visible under a clear sky, with a tall skyscraper standing out. The overall scene is bright and sunny.

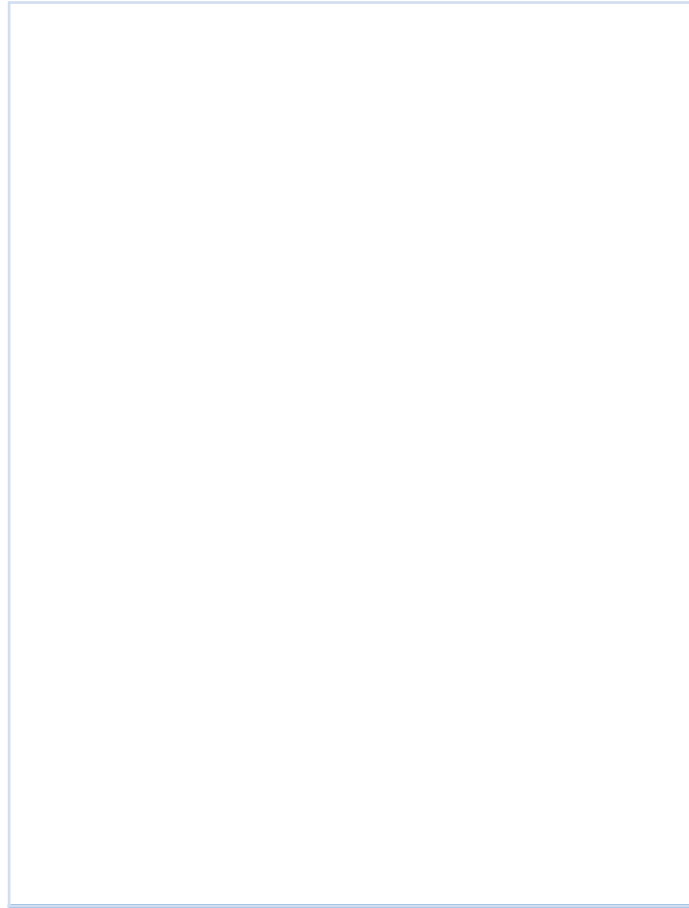
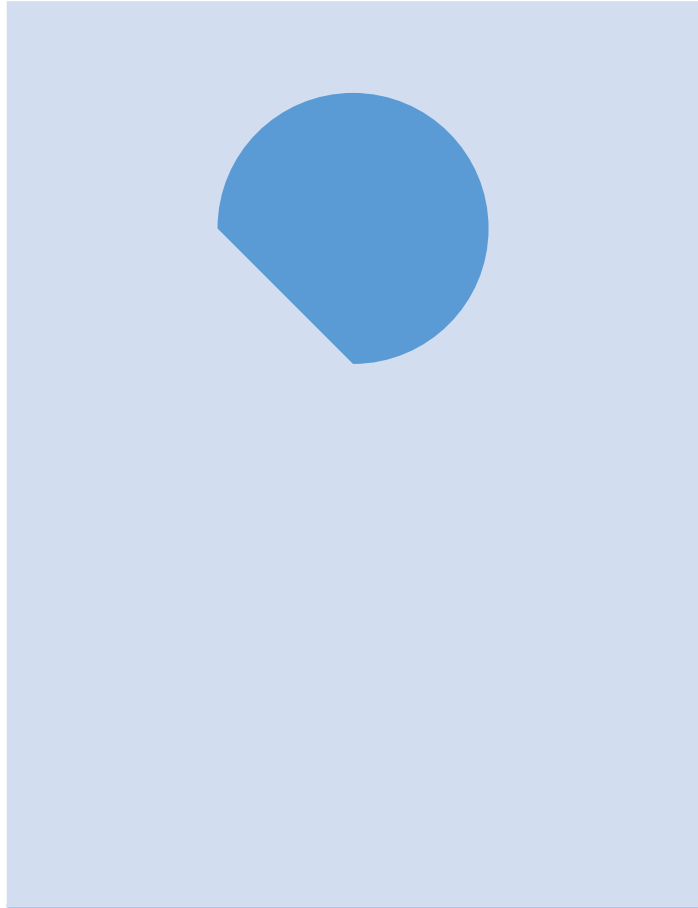
# Salary & Service

# Salary & Service Topics





# Steps to Determine Salary & Service



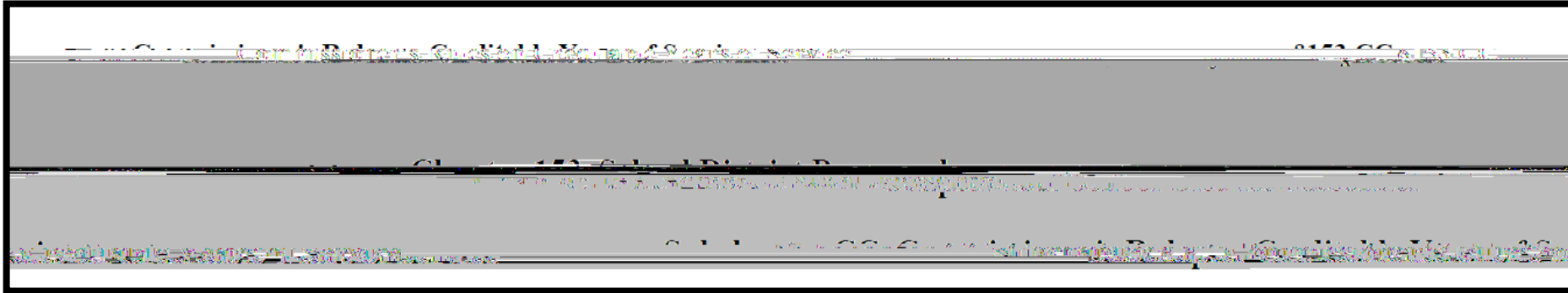
# 1. Confirm days worked in each school year

- x The Commissioner's Rules on Creditable Years of Service, Title 19, Texas Administrative Code ([TAC §153.1021](#)) serve as a baseline for minimum requirements when determining an individual's years of experience.
- x Days of Service required (applicable to all entities)
  - f* Beginning with the 1998–1999 school year, 90 days of full-time or 180 days of part-





# 3. Review Requirements based on Entity



Using the Commissioner's Rules, review the requirements based on that entity.

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- Certification is required.
- Proper state or national licensure as required by the position or the educational requirements for the job assigned.
- Service record is required.
  - f* Attach any supporting documentation to the service record.
  - f* For permits that are not reflected online, such as old permit renewals, attach a copy to the service record.



- 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

Employment must have been in a professional capacity

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

# Charter School "Accreditation"

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

*f* AskTed

*f* From \_\_\_\_\_

# Closed Charter Schools

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.

You can access closed charter school information on [the TEA website under Texas Schools , then Charter Schools](#) BDC 0.184 0.361 0.675 JJ/TT2 1

- f* Certification is not required.
- f* Service record is required.
- f* Valid accreditation at the time of service is required.
  - f* Service beginning 1989 and still current today: Texas Private School Accreditation Commission ([TEPSAC](#)).
  - f* Prior to 1986  
\_\_\_\_\_



# Out-of-State Service – Primary and Secondary





- All college or university experience must be recorded on the teacher service record and must be accredited.
  - f*A supporting letter or form must be attached to the teacher service record verifying that either the full-time or part-time employment was at faculty status or its equivalent and that the schedule of work and the pay constituted that of other similar faculty employees.
    - o Professional Administrative or Instructional staff is acceptable.
    - o Graduate Assistant, Assistant Instructor, Instructor on a fellowship do NOT count.
    - o Full-time –required prior to 1990-1991
    - o Part-time -beginning in 1990-1991 employment must have been at least 3 ½ hours each day

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Beginning in 2004-2005, a certified teacher's 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 service that is eligible

1. Served as full-time certified aide from 1995-2002, became a certified teacher in 2008
2. Served as a certified aide in 2012 -2013 for 96 days,

## Example scenarios of service that is NOT eligible

1. Full time certified aide through 1995-

- Must have held a valid Texas certificate.
  - f*A valid emergency permit is sufficient
- Certification is required in the state where the school is located or a Texas certificate at the time the service was earned.
- Service record is required.
- Substitute experience in another country is not supported by Commissioner's Rule.





- Must have worked full time at a recognized accredited university-operated hospital as an RN
- Verified Peace Corps nursing experience
  - f* The person must have held a valid teaching certificate or appropriate license that would qualify for service credit from any state in the United States during the period of employment.
  - f* Employment must have been with a school system (Grades K-12) in a foreign country.
- Service record required

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

1. What were you doing the 12 months before entering the military?
2. 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.

# Military Fee Exemptions

- Effective September 1, 2015 the TEA will waive certain fees for eligible military service members, military veterans, and military spouses.
- Refer to 19 Tex. Admin. Code § 89.178 - pag.023 Tw (the )Tj66duc78 Tf18.of 0.022.26f0-0.026 Tw232 (W

# Did you know?

- A person teaching adult basic education is eligible for creditable service if the program was operated by a public school and the person held a valid teaching certificate.
- Beginning in 1998-1999, service as an instructor in an agricultural extension service operated by an accredited college or university may be recognized for salary increment purposes as long as the person held a valid Texas teaching certificate at the time the service was rendered.

- 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



- 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 that have been Lost, Damaged, or Destroyed

- Lost s0 -1.5, 1 8Tr .6 (cew -2-1 (r).8 (eco)-1.1 (r).8d)1.1 ed

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# How can I find the Commissioner's Rules?

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# Helpful Contact Information & Links

<p>Help Desk Ticket</p>	<p><a href="https://helpdesk.tea.texas.gov/hc/en-us">https://helpdesk.tea.texas.gov/hc/en-us</a></p> <ol style="list-style-type: none"> <li>1. Click “Educator Certification and CPE”</li> <li>2. In the Educator Certification box, click “Submit a Request”</li> </ol>
<p>Educator Certification</p>	<p>512-936-8400 Option 2</p>
<p>Educator Preparation Programs</p>	<p>512-936-8400 Option 5, then Option 1</p>
<p>Fingerprinting</p>	<p>512-936-8400 Option 3</p>
<p>Charter School Division</p>	<p>512-463-9575 <a href="mailto:charterschools@tea.texas.gov">charterschools@tea.texas.gov</a></p>
<p><a href="https://tea.texas.gov/texaseducators/salaryand-servicerecord">https://tea.texas.gov/texaseducators/salaryand-servicerecord</a></p>	

### Helpful Links

[Electronic interactive service record \(PDF\)](#)  
(must download to view)

[Blank Service Record \(PDF\)](#)

[C tef0.6 :n 1 rcrv](#)

[C2](#)

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