

# **Rating, Pay Setting, Contract Renewal & School Calendar**

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# Human Resources Website

- ▶ OPM – [www.opm.gov](http://www.opm.gov)
  - Current job openings [www.usajobs.gov](http://www.usajobs.gov)
  - General information
  - On-line application
- ▶ BIE – <http://www.bie.edu/hr>
- ▶ BIE Job openings: [www.bie.edu/jobs](http://www.bie.edu/jobs)



# Education Position Categories & Qualification Handbook

- ▶ Educators employed under the contract provisions of P.L. 95-561 AND 25 CFR will be paid on an hourly rate or daily rate, computed on the basis of the relative value of the position and the education and experience of the individual contract employee. As a minimum, the professional educator qualification standards (teacher, guidance, counselor, principal, etc.) will be equivalent to those requirements established by the appropriate certification authorities of the state in which the position is located or the Bureau standard shown, **whichever is higher.**
- ▶ Specific position categories and qualification standards to be used will **depend on the duties of the position** involved. Each standard has a general description of the duties and levels of the responsibility of the position listed at the top of standard.

# Certification Requirements

- ▶ All professional educators must meet and maintain the certification standards for their position in the state where they are located. If the state does not have certification for the particular position, the qualification standard in this BIAM supplement will apply as the minimum standard for qualification for the job. If the state has a certification requirement for a position which is higher than the standard in this manual, the state certification standard is the minimum qualification requirement. If the state has a certification standard that is lower than the standard required by the job category manual, the standard in the job category is the minimum qualification required for the job.

# Job Category Standards

*Job Categories cover **similar groups** of positions and includes the following information:*

- ▶ Brief description of work
- ▶ Level of Responsibilities
- ▶ Basic Education and Experience Requirements
- ▶ Physical Requirements



# Position Description



- ▶ A position description (PD) is an important document and is required for each position.
- ▶ The PD clarifies specified duties for each position.
- ▶ This document should be updated every five years.
- ▶ The PD must tie into the established Job Category.
- ▶ The PD determines the pay level for a position.

# Format of PD for Contract Education Position

- ▶ Introduction
- ▶ Major Duties and Responsibilities
- ▶ Level of Responsibility
- ▶ Physical Requirements
- ▶ Other (Other significant facts)

# Rating Applications

- ▶ Tools needed for rating:
  - Vacancy Announcement
  - Job Category
  - Position Description
  - Application
  - Current Rating Sheets:
    - Teacher/Homeliving Specialist Rating Form
    - School Counselor Rating Form
    - Education Pay Schedule Rating Form



# Setting Pay

- ▶ Two items necessary in setting pay

**Education**

**and**

**Experience**

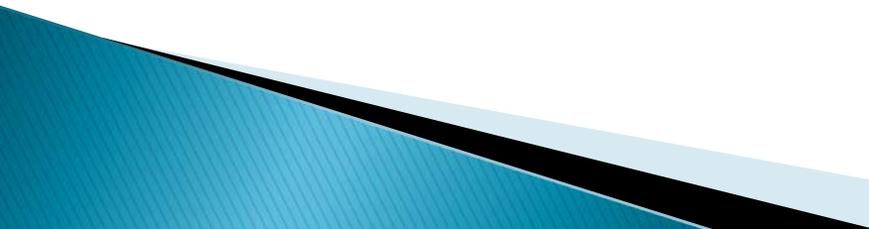
# Education & Training

- ▶ Must be from an accredited institution of higher education and related to the field education or the field of employment.
  - ▶ May order a book from Accredited Council of Education, title of book “Accredited Institution of Postsecondary Education.”
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# Pay Level for Teachers, Counselors & Homeliving Specialists

- ▶ Pay level is determined by the number of graduate hours completed.
  - ▶ New employees receive up to 5 increments for experience.
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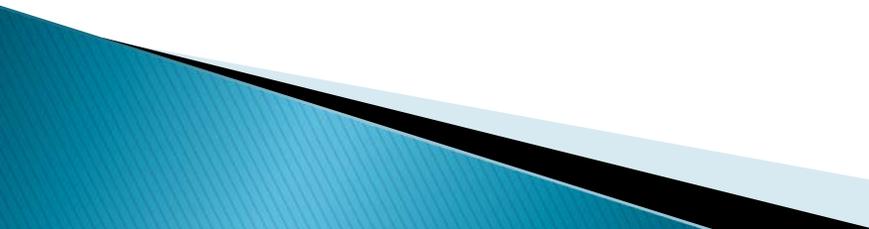
# Graduate Hours & Degrees (62 BIAM 11.49B)

- ▶ Must be directly related to the position to be credited for pay.
  - ▶ “Related Graduate work” means directly related to the field of education or the employee’s teaching or counseling field or
  - ▶ For technical, administration support staff, to the area(s) directly related to the position, and/or included in graduate degree plan from a university in the related field.
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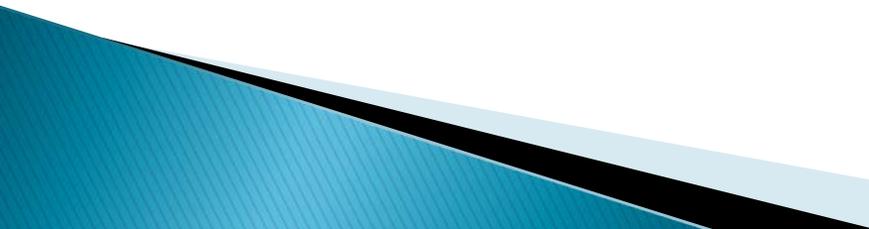
# Graduate Hours (cont)

- ▶ Hours must be counted as graduate hours by the university.
  - ▶ Graduate hours taken to meet the requirements of his/her position is not creditable for pay purposes.
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# Documentation of Education & Training

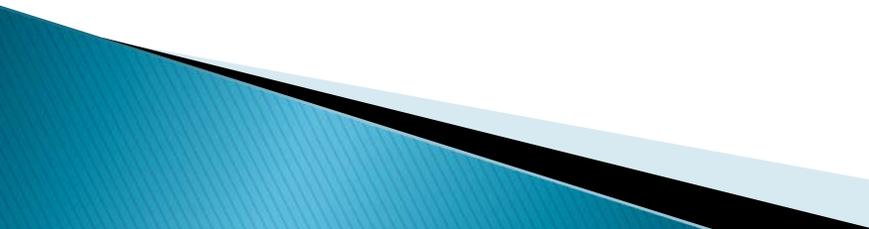
- ▶ To receive credit for education, an individual shall have to submit an **official** copy of his/her transcript (s) from a nationally or regionally accredited institution.
  - ▶ Student copies are not acceptable.
  - ▶ Quarter hours will be converted to equivalent to semester hours by dividing the quarters hours by 1.5.
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# Education Pay Schedule Employees

- ▶ Education incentives are earned based on post secondary education.
  - ▶ One increment for each 15 related semester hours.
  - ▶ To be creditable, education and training must be granted by an institution of post-secondary education accredited by a recognized national or regional accrediting organization and must be related to education or in technical area(s) related to the position.
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# Increments for Education Pay Schedule Employees

## Education Incentives

- Credit is given for full time certificate programs at 5 semester hours for each month of full time instruction (approx. 8 hours per day)
  - Credit for technical/training courses not leading to a certificate is credited one semester hour of credit for 40 completed classroom/instructional hours.
  - Credit for quarter hours will be converted to semester hours. This is accomplished by dividing the quarter hours by 1.5.
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# Crediting Education

## Article 30, Section 14

- ▶ In order to receive credit retroactive to the beginning of the contract, the **official transcripts must be submitted to the Human Resources Office by October 1 of the contract year.** Official transcripts received after October 1 **will be credited as of the date processed by the Human Resources Office.**
- ▶ It is the **employee's responsibility** to assure the Human Resources Office receives the Official Transcripts.

# Experience

- ▶ Teaching and Counseling positions - experience must be in a position similar to the position being filled.
    - 1) Experience in grades K-5 may be counted for positions in grades K-8
    - 2) Experience in grades 9-12 may only be counted for positions in grades 6-12
    - 3) Both may be counted for positions in grades 6-8.
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# Experience

- ▶ Preschool experience may be counted for preschool (FACE) or kindergarten positions.
  - ▶ Post-secondary experience is only counted for adult education positions - it may not be counted for elementary or secondary positions
  - ▶ For non-professional positions, experience must be closely related to the position being filled as determined by the school supervisor or Education Line Officer.
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# Experience

- ▶ Experience used to qualify for the position, may not be used for pay increments.
  - ▶ New employees receive a maximum of five years credit for previous experience.
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# Intermittent Experience

- ▶ Intermittent employees who are later hired for full or part-time positions may receive credit for experience.
- ▶ The hours must be documented.
  - a school year's credit requires 1720 hours worked, i.e. class room positions.
  - a full year's credit requires 2080 hours worked.

# Intermittent Employees

- ▶ Intermittent Employees are subject to base pay only and will never receive additional increments such as contract renewal.
  - ▶ Intermittent Substitute Teachers are only hired at pay level 01-03, ***never*** at pay level 11-17.
  - ▶ No regular tour of duty.
  - ▶ Not eligible for benefits.
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# Base Pay

## Do not forget.....

- ▶ Base Pay must be added when setting pay for all new employees.

# Contract Renewal Increments Education Pay Schedule

- ▶ Contract renewal increments are earned by completing four Year Long or School Year contracts.
  - ▶ No more than four contract renewal increments may be earned by any employee, regardless of breaks in service or change in position.
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# Longevity Increments Education Pay Schedule

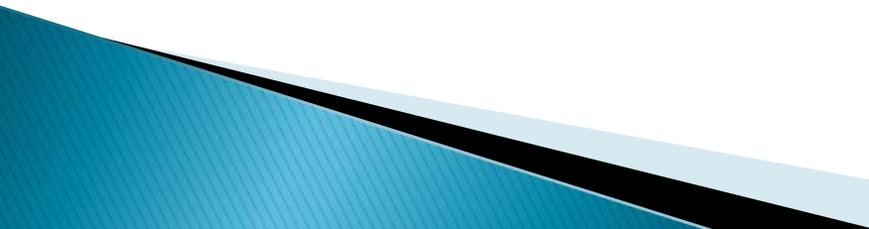
- ▶ Employees whose performance rating is “Fully Successful” receive one longevity increment for each contract year completed.
  - ▶ Employee will not receive any increments if performance is Minimally Successful.
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# Short Term Contracts

- ▶ When extending a contract in the same position, the pay will not change.
  - ▶ When a short term contract is issued **immediately preceding** a school year contract, the pay is based on the new contract.
  - ▶ When an employee is moving to a different position, the pay will be determined based on the new position requirements.
  - ▶ Teacher pay is not modified on a short term, emergency or temporary contract.
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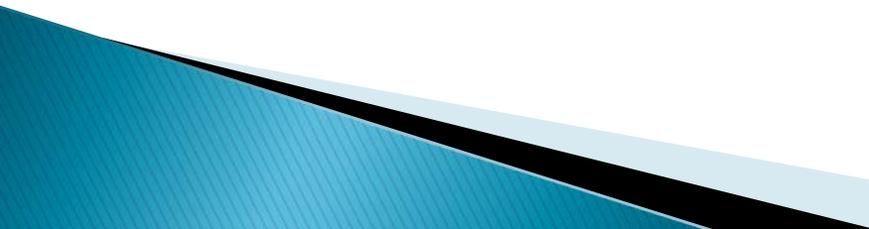
# Crediting Benefits for Current and Former Employees (62 BIAM 11.60)

- ▶ **Current and Former** contract employees applying for the **same or equivalent** level as the prior position will be treated as a contract renewal and **all previously earned increments** will be credited to the renewal.
  - ▶ **Former** contract employees appointed to a position at a different level will receive the higher of the following:
    1. Previous Hourly Rate **(or)**
    2. Rate as New Hire, not to exceed the top increment of the appropriate pay level of the new position.
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# Crediting Benefits for Current and Former Employees (62 BIAM 11.60)

- ▶ Individuals separated as a result of a RIF, may receive **contract renewals or longevity increments** after completing 24 weeks in a contract term; if rehired within one year in the same type/level position.

# Credited Benefits for Current or Former Federal Employees (62 BIAM 11.60B)

- ▶ GS, WG, WL & WS - The pay increment of a current and former employee whose previous GS, WG, WL & WS position was comparable to an existing education job category and who is appointed to such a comparable position will be set equivalent to current salary of the previous GS, WG, WL & position.
  - ▶ Adjusted salary must fall within the pay level and will not exceed the top increment. May be treated as a new hire if it is to the employee's benefit.
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# Other Pay Systems

- ▶ Due to the wide variations of such programs and the unique characteristics of the Bureau of Indian Education positions, there are no pay comparability credits for positions under other Federal pay systems, including DOD educator systems. Such experience is counted as outside experience.



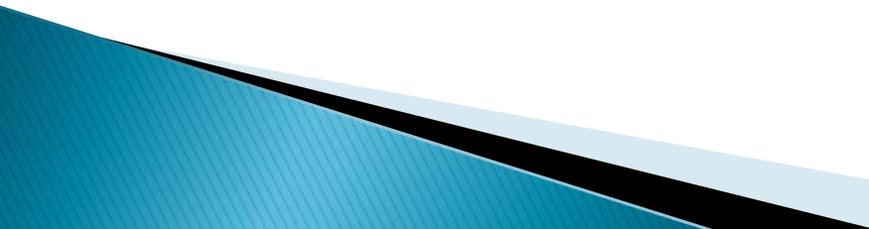
# Other Pay Options

- ▶ Prorated Pay – Any education employee (contract or status quo) who is on a school year contract or is subject to furlough may elect to have his/her pay prorated over twelve months.
  - ▶ The prorated amount may be paid either as a lump sum at the end of the school year or in equal payments over the summer months.
  - ▶ **An employee is allowed to make only one change per school year.**
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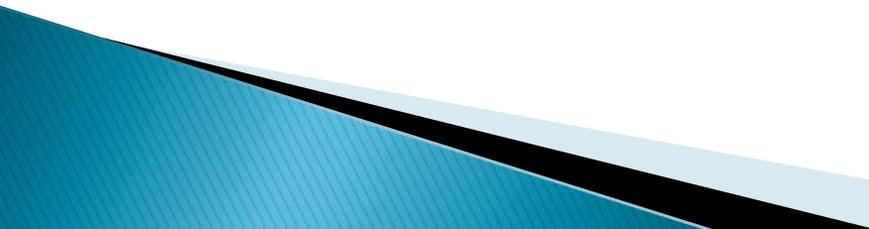
# Reasons for Pay Changes/ Adjustments

- ▶ Completion of additional education hours (documented by official transcripts)
  - ▶ Administrative Error
  - ▶ Employee is selected for a higher level position
  - ▶ Pay Adjustment
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# Benefits & Withholdings

- ▶ All employees are subject to tax and other deductions required by law.
  - ▶ School and Year Long employees who are scheduled for more than 20 hours per week are entitled to retirement, health benefits and life insurance.
  - ▶ Temporary School Year and Year Long employees employed for more than one continuous year are also eligible for health benefits.
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# Common Pay Setting Errors

- ▶ Not including an increment for Base.
  - ▶ Not applying education credit correctly (i.e. quarter hours vs. semester hours *or* undergraduate vs. graduate credit hours).
  - ▶ Counting intermittent as full time without documentation.
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# Common Pay Setting Errors

- ▶ Employee not meeting basic education and/or experience requirements.
  - ▶ Not considering all options available and setting pay that is most advantageous for the employee.
  - ▶ Not completing the rating sheet correctly. Make sure and complete the second sheet if the position has a specific education requirement.
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# Staffing Differentials/Stipends



# Other Pay Options Available

- ▶ Staffing Differentials – established to help meet essential staffing requirements. A Staffing Differential may not exceed 25% of the basic rate of pay.
  - ▶ Stipends – for the performance of additional activities outside a regular tour of duty which provides services to students or support the school's academic or social programs.
  - ▶ Awards – Monetary incentives or Time-Off Awards.
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# Staffing Differentials

- ▶ Three different types of Staffing Differentials
  - Recruitment

Must be documented on Vacancy announcement and also documentation of evidence of recruitment efforts i.e.; successful/failure.
  - Retention

Documented data for turnover rate, geographic and environmental conditions (remoteness/isolation)  
Demographics of school and local area, i.e.: salary survey.

# Staffing Differential

- ▶ Supervisory

Can only be authorized if employee is at the top of pay schedule and subordinate's pay is higher than supervisory pay.

Remember employees on supervisory pay are not eligible for contract renewal increments and/or longevity increments.

# Effective Date of Staffing Differentials (62 BIAM 11.52)

- ▶ Payment for staffing differentials shall be retroactive to the date of request or start of the affected contract(s), **whichever is later.**
- ▶ Differentials for **retention** must be requested **by September 30** in order to be effective for the current contract term.
- ▶ Differentials for **recruitment** may be requested at any time **prior to issuing a certificate for a vacancy.**

# Stipend Policies & Procedures

- ▶ Stipends are for extra-curricular activities, these activities are performed outside his/her regular tour-of-duty which provides services to students or otherwise supports the school's academic or social programs. Examples: coaching
  - ▶ By July 1, of each year, the three largest school districts in the area having comparable enrollments will be surveyed to determine the stipend schedule in accordance with Article 30 Section 15 of the collective bargaining agreement.
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# Stipend Policies & Procedures

- ▶ A stipend received by an education employee under this section is premium pay
- ▶ Stipends may be received in either of the two ways:
  - 1) In equal installments over the term of the activity
  - 2) In a lump sum paid the pay period following the completion of the activity
- ▶ Stipends must be established and approved in **advance** by the School Supervisor or Education Line Officer and the appropriate school board.

# Stipend Policies & Procedures

- ▶ Will be established jointly by management and the Union for each affected area and will be determined in the following manner:
  - The three largest schools in the area with schools having comparable enrollment will jointly be surveyed by mail or telephone each school year. For specific information refer to Article 30 Section 24.
  - Any recognized extracurricular activity which is a minimum of 25 hours per semester of time beyond an employee's tour of duty will be considered a stipend activity.
  - Elementary and junior high stipends will be set at 70% of high school stipends in each category of enrollment.

# Stipend Policies & Procedures

- ▶ Stipends for an activity will be advertised to the entire staff at the beginning of each new school year. Please refer to the IEF agreement.
  - ▶ In the absence of a stipend schedule, overtime or compensatory time will be paid at the appropriate rate.
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# Contract Renewal



# Contract Renewal

- ▶ Submit year long and school year contracts **timely**
  - ▶ Submit short term contracts early or attach to each contract renewal (if the short term contract is immediately preceding the school year contract it effects pay on the short term contracts).
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# Contract Renewal

## ▶ Documents Required

- 1) *Contract*
- 2) *Pay Determination Sheet*
- 3) *Performance Appraisal*
- 4) *Salary Proration Sheet*
- 5) *Award Certification (Optional)*
- 6) *State Certification (If current Update required)*
- 7) *Licensure (i.e. CDL, Food Handler's Certificate)*
- 8) *OF-178; Certificate of Medical Examination for Food Service Workers, School Bus Drivers, Kitchen Helpers and Cooks.*

(One packet for each employee)



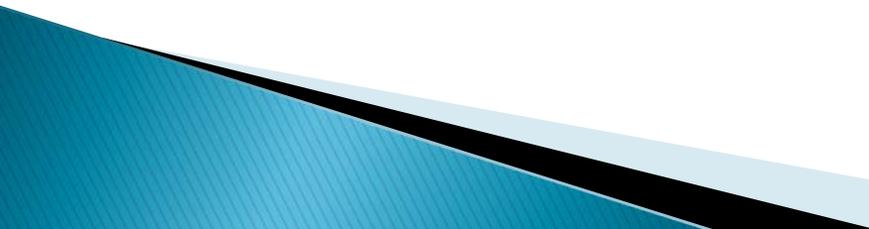
# Contact Renewal

- ▶ For employees on a part-time or intermittent work schedule it is imperative to specify the work schedule on the contract such as: Part-time School Year Contract or Intermittent School Year Contract at the top of the contract.
  - ▶ Please document tour of duty on the Pay Determination Sheet and **NOT** on the contract.
  - ▶ School Supervisor and Education Line Officer must notify the appropriate School Board to recommend renewal or non-renewal of contracts not less than 90 days before the end of the school year contract.
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# School Calendar



# School Calendars

- ▶ Required documents must be submitted annually by May 1. (Our office is requesting the documents be submitted by April 1.)
  - ▶ Are developed in accordance to the 62 BIAM 11.22B and the 25 CFR.
  - ▶ Follow the number of days specified.
  - ▶ Must be approved by the Principal, School Board and Education Line Officer before submission to HR.
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# School Calendar

- ▶ School Calendar is requested by April 1, 2012.
  - ▶ Normally the calendar will reflect 180 student instructional days, not more than 10 administrative work days, not more than 17 administratively determined non-instructional school vacation days for a total of not more than 215 days.
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# School Calendar (Cont.)

▶ Definitions:

\* Instructional days - Number of days students are in class.

\* Administrative Work days – Number of days staff are present without students.

\* Federal Holidays

\* School Vacation Days – Number of days when neither staff or students are present equating to days of non-pay on the school Calendar

# School Calendar (Cont.)

- ▶ *Cultural/Indian or Feast Days* – When neither staff or students are present will be identified as School Vacation day(s) on School Calendar (these days are non-paid days on the school calendar).

# School Calendar (Cont)

- ▶ Snow Day(s) – When neither staff nor students are present the day(s) will be made up on either school vacation day(s) or administratively determined work day(s) or by adding extra days at the end of the school year. Snow days are paid in lieu of regular instructional or administrative workdays (days staff are present without students). This is coded on the School Calendar as School Vacation Days.

# THANK YOU

