

# YOUTH SERVICES POLICY

<b>Title:</b> Salaries of Education Administrators and Instructors in Secure Facilities	<b>Type:</b> A. Administrative <b>Sub Type:</b> 2. Personnel <b>Number:</b> A.2.59
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<b>References:</b> Article X, Sections 2 and 42 of the Louisiana Constitution; Civil Service Rule No. 4.1; YS Policies A.2.1 "Employee Manual", A.2.42 "Leave Approval for Employees Prior to Retirement", and A.2.45 "Performance Planning and Review"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> <i>Mary L. Livers, Deputy Secretary</i>	<b>Date of Approval:</b> 02/14/2014

**I. AUTHORITY:**

Deputy Secretary of Youth Services (YS) as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

**II. PURPOSE:**

To establish the structure of salary, compensation and other related benefits of the Office of Juvenile Justice (OJJ) education administrators, instructors, paraprofessionals and vocational instructors who provide educational services to youth housed at a YS secure care facility.

**III. APPLICABILITY:**

This policy shall apply to the instructors hired to staff the schools in YS secure care facilities, those who assist in the provision of educational services to OJJ youth, and the education administrators.

**IV. DEFINITIONS:**

**Annual Leave** - Leave with pay granted an employee for the purpose of rehabilitation, restoration and maintenance of work efficiency, transaction of personal affairs, or in conjunction with the "Family Medical Leave Act" (FMLA).

**Education Administrator** - Includes the positions of Director of Education and Principal.

**Instructor** - For purposes of this policy, includes teachers who are employees of the OJJ, who hold a teacher's certificate issued by the Louisiana Department of Education pursuant to Louisiana law, and the rules and regulations adopted by the State Board of Elementary and Secondary Education; also includes the

positions of Education Coordinator, Title I Coordinator and other certificated educational positions.

***Paraprofessional*** - A school employee who works under the supervision of a certificated/licensed staff member to support and assist in providing instructional and other services to children and youth and their families. The certificated/licensed staff member remains responsible for the overall conduct and management of the classroom program, including the design, implementation and evaluation of instructional programs and student progress.

***Sick Leave*** - Leave with pay granted an employee who is suffering with a disability/illness which prevents him from performing his usual duties and responsibilities or who requires medical, dental, psychological or optical consultation or treatment.

***Unclassified Employee*** – Those positions of state service as defined in Article X, Sections 2 and 42 of the Louisiana Constitution of 1974, which are not positions in the classified service, and who serve at their employers pleasure and have no rights to continued employment.

***Vocational Instructor*** - A school employee hired by the OJJ to teach a skill-based occupation or program, who may hold a special license, certification, or has specialized training or personal experience in a skill-based occupation. Vocational Instructors help students develop those same skills in the classroom, evaluate students' knowledge and performance, and may place students in actual work settings and monitor their progress.

## **V. POLICY:**

It is the Deputy Secretary's policy that benefits and compensation of instructors, paraprofessionals, vocational instructors and education administrators will be comparable to those of classified YS employees, and shall be structured on a 12-month school salary. It is also the Deputy Secretary's policy that education administrators and instructors employed by YS will receive entry level pay upon employment, with consideration for additional compensation for academic credentials and years of service in education in a certificated position.

It is further the Deputy Secretary's policy that education administrators and instructors may be eligible for annual merit raises, depending upon location in pay grade, performance, and budgetary constraints.

## **VI. PROCEDURES:**

### **A. Pay**

Pursuant to the authority of the Deputy Secretary, the full pay plan was developed by OJJ Human Resources working in conjunction with the Director of Education. The salary of teachers in the parishes where each OJJ facility is located was considered in arriving at the salary range.

Effective February 12, 2010, the implemented pay schedule outlined below is the exclusive source of salary for education administrators, instructors, vocational instructors, and paraprofessionals. Stipends, other than "PIPS" and "National Board Certification", will no longer be paid. These two stipends are included in the annual salary schedules listed below for administrators and instructors.

**B. Pay Based on Hours Worked**

Effective September 15, 2011, teachers in instructor and vocational instructor positions are scheduled to work eight (8) hours each day with 30-minute lunch breaks.

Education administrators and paraprofessionals are scheduled to work eight and one-half hours (8.5) each day with 30-minute lunch breaks.

These employees will be paid for actual hours worked and will not be compensated for their 30-minute lunch breaks. The annual salary schedules below are based on hours actually worked.

**C. Annual salary schedules are as outlined below:**

**ANNUAL SALARY SCHEDULE**

Instructors:	\$59,533 to \$100,551
Vocational Instructors:	\$28,996 to \$ 63,315
Paraprofessionals:	\$21,112 to \$ 44,429
Administration:	\$71,378 to \$108,426

**C. Leave**

**1. Annual and Sick Leave**

Education administrators, instructors, paraprofessionals, and vocational instructors earn annual and sick leave at the same rates as classified employees.

**2. Educational Leave**

This type of leave replaces sabbaticals. All requests for educational leave must be approved by the Deputy Secretary.

**D. Workshops / Training / Conference Leave**

Education administrators, instructors, paraprofessionals and vocational instructors may, with the prior approval of the Director of Education, attend or participate in formal educational programs such as meetings, YS affiliated workshops, the "Comprehensive Public Employee Training Program" (CPTP), seminars, or conferences relevant to their job. An educational employee's leave shall not be charged if prior approval was granted.

**E. Payment of Leave**

1. Annual leave up to 300 hours will be paid only at the time of leaving employment with or retirement from the OJJ.
2. Sick leave - There will be no payment for any sick leave balance remaining at the time of entering DROP, leaving employment or retirement. Sick leave balances will be forwarded and certified to the "Teachers Retirement System of Louisiana" (TRSL) for conversion to additional service credit in accordance with TRSL policies and procedures.

**F. Merit Increases**

1. Education administrators, instructors, paraprofessionals and vocational instructors may receive four percent (4%) merit increases yearly until their salary reaches the top of the applicable pay grade, depending upon performance as reflected on their annual evaluation.
2. Merit increases will be awarded for "Effective Proficient" or "Highly Effective" ratings based on Compass Evaluation Results or other annual performance review.
3. Merit increases are also dependent upon the agency's available funding for merit increases in effect at the time of the annual performance review.