

Teacher New Hire FAQ

1. When will I get my first paycheck?

Teachers eligible to be included on the salary schedule will receive their first paycheck in September of each school year after accepting an offer of employment approved by the superintendent. Payroll runs on or before the 28th of each month.

2. What criteria must an employee meet to be included on the salary schedule?

- *All teachers with a **valid** teaching certificate issued by the state of Louisiana (i.e., Level 1 or higher, CTIE provisional or higher, TEP or Out of State) are eligible to start on the salary schedule starting at minimum on the certified lane.*
- *All teachers with a **valid** practitioner license (i.e., PL1, PL2, or PL3) issued by the state of Louisiana are eligible to be included on the salary schedule starting on the uncertified lane.*

3. What criteria must a teacher meet to be eligible for a practitioner license issued by the state of Louisiana?

- Meet all Praxis II requirements for the area they are pursuing certification.
- Enroll in a state approved preparation program provider who has a formalized partnership with the Richland Parish School Board.

4. What are Louisiana Praxis II requirements?

Alternate-route candidates admitted to a Louisiana alternative teacher education program must have met the Praxis II Content area for the area in which they have been assigned to teach. A complete list of Louisiana Praxis II Content area options can be found on the ETS website at the link below. Please note that all of Richland Parish's approved partners do not offer programs aligned to all certification options.

Louisiana Praxis Exams and Required Scores are available [here](#).

5. Which state approved preparation providers does Richland Parish have a formalized partnership with?

- *Grambling State University*
- *iTEACH Louisiana*
- *Louisiana Tech University*
- *The New Teacher Project (TNTP)*
- *University of Louisiana at Monroe*

6. What criteria must a teacher meet to be eligible for a TEP license issued by the state of Louisiana?

- Candidates who meet all requirements from BESE-approved teacher preparation programs for initial Level 1 teaching certificate with the exception of passing the required exams as outlined in the Louisiana Department of Education guidance document available [here](#).
 - TEPs will only be issued in Elementary & Physical Education for those completing teacher preparation in the associated area.
 - TEPs will not be issued in any Special Education areas
- Candidates who hold a graduate degree in the subject area in which employment is being sought as outlined in the Louisiana Department of education TEP Graduate Degree Guidance document available [here](#).

7. If I am not eligible for a license issued by the state of Louisiana, how will I be compensated?

- *Teachers working to meet certification requirements are compensated as a long-term substitute until a practitioner license is issued by the state of Louisiana.*
- *When a teacher meets practitioner license requirements, he or she will receive a change in payroll status the pay period following the date the practitioner license is issued by the state of Louisiana.*

8. Who is eligible for insurance and benefits?

Teachers who are compensated from the salary schedule are eligible to access insurance and benefits. Benefits do include the 13th and 14th checks.

9. What bonuses am I eligible for in the first year?

- The 13th check is issued in June each year to teachers who are compensated from the salary schedule. See #10 for details.
- The 14th check is issued in December each year to teachers who are compensated from the salary schedule. See #11 for details
- Depending on yearly budgeting, all post baccalaureate teachers who accept an offer of employment may be eligible for an August sign-on bonus and June program completion bonus. Amounts vary from year to year based on the number of educators eligible and available funding for that fiscal year's pay-out pool.

10. How much will I receive for the 13th check?

Teachers who are compensated from the salary schedule are eligible to receive the 13th check each June.

Individual shares may vary due to percentage of contract days employed, leave without pay, garnishments, and other considerations. Also, the distribution for certified employees is based on total

year of experience (i.e., certified teaching experience). First year employees will receive $\frac{1}{4}$ share, second year employees will receive $\frac{1}{2}$ share, third year employees will receive $\frac{3}{4}$ share, and employees with four or more years will receive a full share, subject to the reductions mentioned above.

Federal and state withholding, social security, Medicare, and retirement will be withheld and matched as applicable. IRS regulations require us to withhold income taxes from one-time distributions such as these at a rate which may be higher than your normal withholding rate.

11. How much will I receive for the 14th check?

Teachers who are compensated from the salary schedule are eligible to receive the 14th check each December.

Individual shares may vary due to percentage of contract days employed, leave without pay, garnishments, and other considerations. Employees hired on or before July 1st are entitled to a full share and those hired after July 1st are entitled to half a share the first year of employment, subject to the reductions mentioned above. This is also reflected in the year one of the three-year sample estimations chart at the bottom of the salary scale.

Federal and state withholding, social security, Medicare, and retirement will be withheld and matched as applicable. IRS regulations require us to withhold income taxes from one-time distributions such as these at a rate which may be higher than your normal withholding rate.

12. If I meet the requirements to be compensated from the salary schedule, how is my starting point determined?

A teacher's starting place on the salary schedule is determined by using the following business rules:

- *Lane is determined by level of education as documented on your state issued teaching certificate.*
- *Step is determined by verified experience. Experience level is based upon total years of certified teaching experience at any public or private school accredited by one of the seven U.S. regional accrediting agencies or agency recognized by the U.S. Department of Education.*

13. What if I do not have a valid Louisiana license, but I do meet the criteria for eligibility?

- *Teachers who do not currently hold a valid Louisiana licensure, will need to work with the personnel department to complete and submit the proper application necessary for Louisiana to issue or renew a valid certificate.*

- *When a valid Louisiana certificate is issued, he or she will receive a change in payroll status the pay period following the date the certificate is issued by the state of Louisiana.*
- *If the process is not completed before the start of an academic school year, the employee will be compensated as a long-term substitute for each day worked until a change in pay status can be requested.*
- *Teachers with a valid out of state teaching certificate will be considered “certified” and included on the teacher pay scale until their Louisiana certificate is issued. Teachers will have up to one school year to apply and receive a Louisiana certificate before compensation is impacted.*

14. What is the compensation rate for a long-term substitute?

A non-classified employee being compensated as a long-term substitute is determined using the following business rules:

- *Daily rate of pay for a non-degreed employee is \$65.*
- *Daily rate of pay for a degreed employee is \$70.*
- *Daily rate of pay for a long-term substitute who holds a valid Louisiana teaching certificate is \$75.*
- *A long-term substitute that reaches 20 consecutive days of service receives an additional \$5 dollar increase to their daily rate of pay for each day worked.*
 - *Employees do not receive back pay for the days worked prior to reaching their 20 consecutive days.*

15. If I am being compensated as a long-term substitute, when do I receive a paycheck?

An employee receiving compensation as a long-term substitute receives a paycheck on the 10th of each month for the number of days worked the previous month at their determined daily rate of pay. See #14.

16. How do I access insurance?

Upon accepting an official offer of employment, employees who are included on the salary scale as outlined in detail above have 30 days from your initial date of hire to enroll in insurance options provided by Richland Parish School board. If you do not complete enrollment within 30 days, you may access insurance options yearly during the designated open enrollment period.

17. Where can I get my background check?

An applicant for employment is required by the Richland Parish School Board to conduct a criminal history background check at the Richland Parish Sheriff's Office located at 810 Louisa Street, Rayville, LA 71269. Fingerprints are done Monday through Thursday from 8:00AM-4:00PM and Friday from 8:00AM-11:00AM by appointment. An appointment can not be scheduled until Mrs. Ebony Owens, Richland Parish School Board personnel secretary, enters you in the system. Please bring your driver's license, social security card, and birth certificate to Mrs. Ebony Owens to be entered into the system. Then, contact Mrs. Amanda Dew, Richland Parish Sheriff's Office, at 318-728-2063. The cost for fingerprinting is \$54.25. Only money orders made payable to Richland Parish Sheriff's Office are accepted for payment.

18. If I still have questions, who do I contact?

It is the responsibility of the new hire to proactively reach out to the following if they have questions not addressed in this FAQ:

Kelly Fife- kfife@richland.k12.la.us ; payroll questions

Rebecca Freeland- rfreeland@richland.k12.la.us; certification questions

Ebony Owens- eowens@richland.k12.la.us; new hire paperwork, contracts, and background checks

Rosemary McDonald- rmcdonald@richland.k12.la.us; insurance questions

Julie Rogers- jrogers@richland.k12.la.us; residency questions

Principal- consult for day-to-day operations and school-level assignments, expectations, and practices.