DATE: July 21, 2008
CIRCULAR: 1113
TO: Parish/City/Local School Superintendents
   Recovery School District Superintendents
   State Director of Special School District
   Louisiana State University
   and Southern University Deans, Colleges of Education
   Charter School Board Presidents and School Administrators
FROM: Paul G. Pastorek
   State Superintendent of Education

House Bill 1 of the 2008 Regular Session of the Louisiana Legislature appropriated $48,600,000 dedicated to a one-time salary supplement for all non-certificated, unclassified support personnel. The salary supplement amount is $1,000 per full-time support employee. In addition, retirement in the amount of 17.8% is included in the appropriated amount. The provision of this one-time supplement will have no impact on the support worker salary schedules.

Allocation Methodology
Allocation of the funds for the salary supplement is based on the October 1, 2007, Profile of Educational Personnel (PEP) data submitted by each school district, lab school, special school, charter school, and the Office of Youth Development. Part-time employees were converted to FTE (full-time equivalent). This conversion means that the part-time employee should be paid a prorated portion of the salary supplement based on which portion of a full-time employee he/she actually worked; for example, if the employee worked a third of the time of a full-time employee, he/she should receive a third of the salary supplement amount.

Definition of Non-Certificated Support Personnel
For the purposes of the allocation of these funds, non-certificated support personnel are defined as aides (object code 115, function codes 1000-4900); support supervisors (object code 111, function codes 2130, 2300 [except 2311, 2321, 2324, 2831 and 2832] and 2500-4900); clerical/secretarial (object code 114, function codes 1000-4900); service workers (object code 116, function codes 1000-4900); skilled craftsmen (object code 117, function codes 1000-4900); degreed professionals (object code 118, function codes 1000-4900, except 2134); and other personnel (object codes 100, 110 and 119; function codes 1000-4900).

Payment Timeline and Methodology
Each employer must provide this supplement to all eligible employees identified above employed on a date designated by the employer. The designated date for employment eligibility must be between the period of August 1, 2008, and October 31, 2008. The deadline for distributing support pay supplements is the last payroll run in the month of October. Federal funds may be used for those employees paid exclusively with federal funds. All entities should maintain sufficient documentation to support this distribution.

"An Equal Opportunity Employer"
Circular #1113  
Page 2  
July 21, 2008

**Reporting Guidelines**

These funds should be recorded in the FY 2008-09 Annual Financial Report in keypunch code 8200 – Revenues From State Sources – Other Restricted Revenues. The salary supplement should be recorded in the Profile of Educational Personnel database as **Base Salary**.

**Special Schools and Office of Youth Development**

Special schools and the Office of Youth Development will need to complete a J4 to request these funds from the Department. You may contact Annette Chustz in Appropriation Control for further information regarding this transaction. She may be contacted at 225-342-3780. In addition, if necessary, prepare a BA-7 to increase your budget authority and provide this information to your budget analyst at the Division of Administration.

PGP:ES:cs

Attachment

c:  
SBSE Members  
Erin Bendily, Office of the Governor  
Senator Joel Chaisson, II, President of the Senate  
Senator Ben W. Nevers, Chairman, Senate Education Committee  
Representative Donald M. Trahan, Chairman, House Education Committee  
James R. Fannin, Vice Chairman, Joint Legislative Committee on the Budget  
Angele Davis, Commissioner of Administration  
Parish/City/Local School System Business Managers/Directors of Finance  
Recovery School District Business Managers/Directors of Finance  
Charter School Business Managers/Directors of Finance  
Special School Business Managers  
Ollie S. Tyler, Deputy Superintendent of Education, LDE  
Elizabeth “Beth” Scioneaux, Deputy Superintendent for Mgt and Finance, LDE  
Charlotte Stevens, Education Finance, LDE  
Babette Myers, Appropriation Control, LDE  
Tommy Smith, Assistant Director of Budget and Planning, LSU  
Dr. Wade Smith, Director, LSU Lab School  
Bob Kuhn, Associate Vice Chancellor, LSU  
Dr. Derek Morgan, Director, SU Lab School  
Cary Clark, Comptroller’s Office, SU  
James Cannon, Budget Office, SU  
Lloyd Dressel, LSBA  
George Silbernagel, House Appropriations  
Jeannie Johnston, Senate Education  
Etta Harris-Whitmore, Office of Planning and Budget  
Kevin Suire, Office of Planning and Budget  
David Ray, Senate Finance  
Gordon Monk, Legislative Fiscal Office  
Ruth Johnson, Deputy Undersecretary, Office of Youth Development