Do not complete this PDF. It is only for reference. The online survey will show the necessary questions to your district.

Introduction

Contact information for primary person completing this survey

Name *

Job title/Department

Email Address *

Student enrollment as of September 1, 2025*
TEA value has been pre-filled. Update as needed.

*Please **do not** enter "1" as a placeholder. You can round or leave TEA value if you are not sure at this time.*

Employee count as of September 1, 2025 *
TEA value has been pre-filled. Update as needed.

Do not include temporary or student employees. Only include substitutes if they are regular employees (e.g., floating subs).

HR Department

Does the district have a distinct HR department with one or more staff members?*
Do NOT include the superintendent or finance/business office staff who support HR functions. Select no if those are the only HR staff.

○ Yes

○ No

Does the district have human resources information system (HRIS) software?*

○ Yes

○ No

HR Department Staffing

Does the district have a designated administrator position responsible for human resources at the district level? (e.g., director, assistant superintendent) *
Choose no if the superintendent is the HR administrator, or if the senior HR staff member is a specialist.

○ Yes

○ No

What is the job title for the top human resources administrator in the district?
Report only the individual with primary responsibility for daily HR operations.

- ○ Associate or Assistant Superintendent
- ○ Chief Human Resource Officer
- ○ Executive Director
- ○ Director
- ○ Other

1. What is the job title?
Enter only if there is no close match above.

[_____]

Is the top human resources administrator a member of the superintendent's cabinet?

- ○ Yes
- ○ No

To whom does the top human resources administrator report?

- ○ Superintendent
- ○ Deputy Superintendent
- ○ Chief Financial Officer
- ○ Other

2. To whom do they report?

[_____]

Total Employees
How many full-time equivalent employees (FTEs) does the **district have in total**?

[_____]

HR Department Employees
How many full-time equivalent employees (FTEs) does the district have in the **human resources department**?
Do not report exempt/nonexempt counts across all departments. Only enter for HR.

[_____] Exempt HR department employees

[_____] Nonexempt HR department employees

Total : 0

Department Responsibilities

Recruiting and Screening Applicants *
(Required)

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Recruit Certified Professionals	○	○	○	○	○
Recruit Paraprofessionals	○	○	○	○	○
Recruit Auxiliary Staff	○	○	○	○	○
Recruit Administrators	○	○	○	○	○

Staff Selection and Employment

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Post position vacancies	○	○	○	○	○
Pre-screen teacher applicants	○	○	○	○	○
Monitor teacher certification status	○	○	○	○	○
Process new hire documentation	○	○	○	○	○
Administer employment contracts	○	○	○	○	○
Issue letters of reasonable assurance	○	○	○	○	○
Coordinate employee transfer requests	○	○	○	○	○

Personnel Records and Data Systems *
(Required)

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Enter new hire data into HR information systems (HRIS)	○	○	○	○	○
Prepare HR compliance reports (EEO)	○	○	○	○	○
Maintain, audit, and control personnel records	○	○	○	○	○
Process changes to HR data records	○	○	○	○	○
Write and revise job descriptions	○	○	○	○	○

Department Responsibilities (continued)

Substitute Employment

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Hire teacher substitutes	○	○	○	○	○
Hire paraprofessional substitutes	○	○	○	○	○
Hire auxiliary substitutes	○	○	○	○	○
Conduct substitute orientation	○	○	○	○	○
Prepare substitute payroll	○	○	○	○	○
Evaluate substitute quality	○	○	○	○	○

Compensation Administration *
(Required)

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Recommend adjustments to pay plans	○	○	○	○	○
Prepare teacher salary schedule changes	○	○	○	○	○
Determine salary for new hires	○	○	○	○	○
Recommend pay grade assignments	○	○	○	○	○
Prepare budget estimates for pay increases	○	○	○	○	○
Administer incentive pay plans	○	○	○	○	○
Administer stipend pay plans	○	○	○	○	○
Monitor compliance to nonexempt timekeeping	○	○	○	○	○
Process and administer district payroll	○	○	○	○	○

Employee Relations *
(Required)

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Conduct investigations of employee harassment/misconduct	○	○	○	○	○
Respond to level 2 grievances	○	○	○	○	○
Prepare employee newsletter	○	○	○	○	○
Arrange service awards and recognition ceremonies	○	○	○	○	○

Benefits/Risk Management

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Communicate employee benefits	○	○	○	○	○
Health insurance enrollment and vendor relations	○	○	○	○	○
Respond to unemployment claims	○	○	○	○	○
Monitor workers' compensation claims and vendors	○	○	○	○	○
Coordinate leave administration and monitoring	○	○	○	○	○
Monitor 403(b) investment plan vendors	○	○	○	○	○
Evaluate and recommend benefit providers	○	○	○	○	○
Develop staff health and safety programs	○	○	○	○	○

Department Responsibilities (continued)

Staffing Controls

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Recommend staffing allocations	○	○	○	○	○
Prepare budget projections for staffing	○	○	○	○	○
Administer position control system	○	○	○	○	○
Authorize vacant positions to fill	○	○	○	○	○

Staff Development *
(Required)

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Instructional staff	○	○	○	○	○
Non-instructional staff	○	○	○	○	○
Supervisors and managers	○	○	○	○	○
New teacher induction	○	○	○	○	○
New employee orientation	○	○	○	○	○

Other Duties Assigned

	Human Resources	Finance/ Business	Superintendent's Office	Other Department	N/A
Oversee district receptionists	○	○	○	○	○
Coordinate district's public information requests	○	○	○	○	○
Oversee student health services	○	○	○	○	○
Coordinate district PEIMS reporting	○	○	○	○	○
Coordinate district policy administration	○	○	○	○	○
Process student transfer requests	○	○	○	○	○
Provide district public relations/communications	○	○	○	○	○

Comments about department responsibilities

HRIS Features and Capabilities

Which of the following HRIS features and capabilities is the district currently using? *
Select all that apply.

☐ SBEC link to track certification information

☐ DPS interface for background checks

☐ Connection/automation with the district's applicant tracking system

☐ New hire information uploaded (**not** manually entered)

☐ Track and manage tasks, approvals, and/or processes

☐ Staff-initiated data changes through an employee self-service portal

☐ Report generation to provide meaningful people data analytics

☐ Employee performance management

☐ Annual contract renewal process tracking and management

☐ None

☐ Other

Please describe the other HRIS features and capabilities the district currently uses. *

When you experience difficulty using your HRIS (e.g., setting up information, downloading reports, utilizing new features), **who or what is your primary resource?** *

○ Internal expert

○ Representative from the HRIS company

○ Another external expert (e.g., ESC or contracted consultant)

○ Manual, FAQs, How-To Guides, or other written/online documentation

○ Other

3. Who or what is the primary resource? *

HR Department - End of Section

When TASB HR Services requests employee data for the annual salary/stipend surveys or consulting services (e.g., staffing reviews, compensation studies), **which best describes the district's situation**? *

○ Our district can pull requested employee information from a single system source

○ Our district must pull requested employee information from multiple system sources

○ Our district maintains an Excel (or similar) spreadsheet manually that the requested information is pulled from

○ Our district has not participated in TASB HR Services salary/stipend surveys or consulting services

○ Other

4. What is the other situation?

[   ]

Contracts

Does the district have **campus principals**? *
If vacant, please choose yes to see questions about principal contract practices.

○ Yes

○ No, we only have a superintendent

Superintendent Contract Practices

Length of superintendent contract term:

○ One year

○ Two years

○ Three years

○ Four years

○ Five years

Does the board of trustees normally take action to extend the superintendent's contract each year if performance is satisfactory?

○ Yes

○ No

In what month does the board of trustees normally take action to extend the superintendent's contract?

○ January

○ February

○ June

○ July

○ December

○ Other

5. Month for extending contract:

[   ]

In what month does the board of trustees formally evaluate the superintendent's performance?

○ January   ○ July

○ February   ○ December

○ June   ○ Other

6. Month for formal evaluation:

[   ]

Does the superintendent's contract guarantee an annual increase to base salary?

○ Yes, but only if other employees get an increase

○ Yes, but only if certain performance criteria are met

○ Yes, unconditionally

○ No

How does the superintendent's contract provide for an annual increase to base salary?

○ Same amount each year (e.g., always 4 %)

○ Same increase as other staff receive

○ Determined each year by the board of trustees

○ Other

---

7. Describe the other provision for annual increase.

[   ]

Teacher Contract Practices

Standard duration of probationary period for newly hired teachers with less than five years of experience.
(i.e., number of years an employee is given a probationary contract)

○ One year

○ Two years

○ Three years

Newly hired teachers with five or more years of experience (in the previous eight years) are offered:

○ One-year probationary contract

○ Term contract

○ Continuing contract

Once teachers have completed their probationary period, they are offered:

○ One-year term contract

○ Two-year term contract

○ Term contract for three or more years

○ Continuing contract

Head Football Coach

- ○ Dual assignment teacher/coach contract
- ○ Teacher contract and no contract for coaching duties (coaching is an at-will assignment)
- ○ Administrator contract
- ○ We don't have that position
- ○ Other

8. Other contract type for Head Football Coach:

[ ]

Athletic Coaches (other than head football)

- ○ Dual assignment teacher/coach contract
- ○ Teacher contract and no contract for coaching duties (coaching is an at-will assignment)
- ○ Administrator contract
- ○ We don't have that position
- ○ Other

9. Other contract type for Athletic Coaches:

[ ]

High School Band Director

- ○ Dual assignment teacher/band director contract
- ○ Teacher contract and no contract for band duties (band is an at-will assignment)
- ○ Administrator contract
- ○ We don't have that position
- ○ Other

10. Other contract type for High School Band Director:

[ ]

Administrator & Professional Support Contract Practices

Does your district use probationary contracts for new campus administrators?

- ○ Yes
- ○ No

Standard term length of contracts for campus principals:

- ○ One year
- ○ Two years
- ○ Three or more years
- ○ Continuing contract

Standard term length of contracts for assistant principals:

- ○ One year
- ○ Two years
- ○ Three or more years
- ○ Continuing contract

Professional support positions that do not require SBEC certification receive:
e.g., LSSP, therapist, speech language pathologist

- ○ Chapter 21 contract
- ○ Noncertified contract (non-chapter 21 contract)
- ○ No contract (employed at will)
- ○ Combination

11. Describe the combination.

[ ]

Other noncertified, exempt positions receive:
e.g., accountant, programmer/analyst

- ○ Chapter 21 contract
- ○ Noncertified contract (non-chapter 21 contract)
- ○ No contract (employed at will)
- ○ Combination

12. Describe the combination.

[ ]

District administrators in positions that do not require SBEC certification receive:
e.g., finance, human resources, technology

- ○ Chapter 21 contract
- ○ Noncertified contract (non-chapter 21 contract)
- ○ No contract (employed at will)
- ○ Combination

13. Describe the combination.

[   ]

For noncertified district administrators with term contracts, the **standard** length is:

○ One year

○ Two years

○ Three or more years

Teacher, Substitute, and Supplemental Practices

Does the district offer dual high school/college credit to high school students? *

○ Yes

○ No

Does the district pay teachers on an hourly basis for work outside of their regular teaching assignment? *
e.g., tutoring, professional development, after-school detention

○ Yes

○ No

Teacher Professional Development

Which department has primary responsibility for planning district-level teacher professional development? *

○ Curriculum and Instruction

○ Human Resources

○ Superintendent's Office

○ Other department

14. Which department?

[   ]

How many days during the teacher contract period will be used this school year for professional development? *

○ 0 days

○ 1 to 3 days

○ 4 to 6 days

○ 7 to 9 days

○ 10 or more days

What times does the district typically schedule professional development? *

   ◯ Saturdays

   ◯ During the summer

   ◯ Both Saturdays and during the summer

   ◯ Neither

Are teachers compensated for attending professional development on days required outside the normal contract term? *

   ◯ Yes

   ◯ No

How are teachers compensated for professional development **on days outside the normal contract term**? *

   ◯ Pay at teacher's full daily rate

   ◯ Pay at other standard rate

   ◯ Comp days are provided during the school year

15. The Texas Education Agency (TEA) allows districts to request up to 2,100 total waiver minutes to use for professional development and apply minutes how they choose. For instance, schools may choose to offer early release, late start, all day staff development, or a combination.

How many minutes of waiver are requested? (Enter 0 if none)

Minutes Waived [   ]

Dual Credit Teacher Pay (pg 1)

Where are courses for dual credit taught?
Check all that apply.

   ☐ College campus

   ☐ High school campus

   ☐ Online

   ☐ Other

16. What are the other locations used?

[   ]

How are dual credit teachers paid?

   ◯ College funds

   ◯ District funds

   ◯ Combination of college and district funds

Is a supplement paid for dual credit teaching (above standard teacher pay)?

    ○ Yes

    ○ No

What unit of payment is used to determine the supplemental pay amount for dual credit teaching?
  If your district uses more than one unit of payment below, report the most common payment unit.

    ○ Per class, course, or section

    ○ Per credit hour

    ○ Per student

    ○ Per semester

    ○ Per year

    ○ Other

17. Describe the other unit of payment.

Dual Credit Teacher Pay (pg 2)

Dual credit teacher supplemental pay amount:

Dual credit teacher supplemental pay amount:
Per year

Provide the **average annual** supplemental amount paid to an instructor for teaching dual credit.

Career & Technical Education (CTE) Pay (pg 1)

Check all programs in which **high school teachers** receive an **annual stipend and/or extra days** paid over the standard teacher contract.

*If no stipend and no extra days are paid, **do not** check the box for a program.*

☐ Agriculture

☐ Audio/Video Production/Communication

☐ Auto Technology

☐ Building Trades

☐ Cosmetology

☐ Criminal Justice

☐ Culinary Arts

☐ Electrical Trades

☐ Family & Consumer Sciences

☐ Health Sciences

☐ Hospitality

☐ Industrial Electronics

☐ Information Technology

☐ Manufacturing/Welding

☐ Other

18. What other CTE programs receive a stipend and/or extra days?

Career & Technical Education (CTE) Pay (pg 2)

Please report the **annual stipend and/or extra days** paid for high school teachers in each program.

- If your district pays a **stipend without extra days**, enter 0 under the extra days column.
- If your district pays **extra days without a stipend**, enter 0 in the stipend amount column.

Teacher Supplemental & Summer School Pay (pg 1)

19. **Teacher Supplemental Pay**

Which of the following duties outside the regular teaching assignment are paid as an hourly supplement to teachers?

- ☐ Tutoring
- ☐ Developing/Presenting Professional Development
- ☐ Attending Professional Development
  (outside of regular work day)
- ☐ Curriculum Writing
- ☐ Saturday School Instruction
- ☐ Afterschool Detention
- ☐ Testing Facilitator
- ☐ Summer Conditioning/Sports Camp
- ☐ Other
- ☐ None of the above

20. **Summer School Pay**

Which of the following summer school assignments/duties are paid as a daily or hourly supplement to teachers? *

- ☐ Certified summer school teacher
  (providing instructional services in summer)
- ☐ Summer school counselor
- ☐ Summer school librarian
- ☐ Summer school nurse (RN)
- ☐ Curriculum writing
- ☐ Other
- ☐ None of the above

21. What other teacher duties or summer school assignments are paid as an hourly supplement to teachers?

Teacher Supplemental & Summer School Pay (pg 2)

22. **Teacher Supplemental Pay**

What is the <u>hourly</u> rate for each one? *

- If there is a standard hourly rate, enter that value.
- If the supplement is calculated from each individual's hourly rate, please enter the average hourly rate paid currently.

23. **Summer School Pay**

What is the hourly rate for each one? *

- If there is a standard hourly rate, enter that value.
- If the supplement is calculated from each individual's hourly rate, please enter the average hourly rate paid currently.
- Convert daily rates to hourly by dividing by the estimated number of hours worked.

Teacher Substitutes

24. Does your district have a minimum education qualification **beyond a high school diploma** for substitute teachers?

- ○ Yes
- ○ No

25. What is the minimum education requirement?

- ○ College hours
- ○ Associate's degree
- ○ Bachelor's degree
- ○ Bachelor's degree plus teaching certificate

26. What is the minimum number of college hours required?

- ○ Less than 30 hours
- ○ 30 to 44 hours
- ○ 45 to 59 hours
- ○ 60 or more hours

27. Does your district conduct personal interviews with substitute applicants?

- ○ Yes
- ○ No

28. Does your district limit the number of active substitutes available for substitute teaching each year?
i.e., There is a maximum number of subs that will be maintained in the active pool.

- ○ Yes
- ○ No

29. What kind of training is required of substitutes?

○ Group training at the district

○ Training from a third-party provider

○ Online training

○ Written materials only

○ Other

○ None

30. Describe the other type of training.

[   ]

31. How frequently are substitutes required to attend training?

○ Once, upon initial hiring

○ Annually

○ Other

32. What is the frequency?

[   ]

33. Are substitutes compensated for attendance at training?

○ Yes

○ No

34. Does the district pay **more** for the following types of substitutes? *

	Yes	No
Certified teacher	○	○
Certain days (e.g., Friday or before/after holiday)	○	○
Certain assignments (e.g., specific classes or locations)	○	○
Accepts more assignments (e.g., work certain number of days, but not as a long-term assignment)	○	○

35. Days for which substitutes receive additional pay:

☐ Mondays

☐ Fridays

☐ Day(s) before holidays

☐ Day(s) after holidays

36. Assignments for which substitutes receive additional pay:

☐ Special education

☐ Bilingual education

☐ Deaf education

☐ Math

☐ Science

☐ Specific campuses

☐ Other

37. What other assignments?

[   ]

38. Does the district pay higher rates for long-term substitute assignments?

○ Yes

○ No

39. A substitute is considered long-term after a certain number of consecutive days:

○ In the same assignment (i.e., same classroom)

○ On the same campus

○ In the district

○ Other

40. What are the other criteria used?

[   ]

41. After how many consecutive days is a substitute assignment considered long-term?*

[   ]

Nonteacher Substitute Pay Rates (pg 1)

42. Which of the following nonteacher substitute positions have a set hourly rate?*

☐ Substitute bus driver

☐ Substitute custodian

☐ Substitute cafeteria worker

☐ Substitute classroom teacher aide

☐ Substitute clerical support/secretary

☐ Substitute nurse

☐ None of the above

43. **What is the hourly rate for each one?** *

If there is a standard hourly rate, enter that value. If the supplement is calculated from each individual's hourly rate, please enter the average hourly rate paid currently.

Convert daily rates to hourly by dividing by the estimated number of hours worked.

Game Worker Rates (pg 1)

44. Which of the following game worker assignments does the district pay a supplement for? *

☐ Ticket seller or taker

☐ Parking lot attendant

☐ Scoreboard operator

☐ Clock keeper

☐ Concessions

☐ Announcer

☐ None of the above

45. Does your district pay game worker rates hourly or per game?

○ Hourly

○ Per game

○ Varies by assignment

46. If your district pays other game worker supplements that you believe are common across Texas districts, please list them for consideration in a future survey.

Game Worker Rates (pg 2)

47. **What is the hourly amount for each one?** *

If this is paid as a per game rate, please calculate the typical **hourly** rate by dividing the game rate by the number of hours per typical game.

If your district pays different rates for MS, JV, Varsity or for different sports, please report the most common amount.

Health Insurance Plans & Contributions

What is the primary type of insurance the district offers / has employees enrolled in? *

○ TRS ActiveCare PPO or HMO plan

○ Self-insured plan

○ Partially self-insured plan (sometimes called level-funded)

○ Fully insured plan

Enter the district and employee contributions to reach the monthly total for the most common **employee-only** coverage. *

e.g., **District** monthly contribution of **$225** + **Employee** monthly contribution of **$192** = **Insurance plan** total of **$417**

| | **District** monthly contribution ($225 minimum, including $75 from state) |
| | **Employee** monthly contribution (enter $0 if district pays 100 percent) |

Total : 0

---

48. Does the district have any employees who have elected Employee-Plus-Family coverage?

○ Yes

○ No

Enter the district and employee contributions to reach the monthly total for the most common **employee-plus-family** coverage. *

e.g., **District** monthly contribution of **$305** + **Employee** monthly contribution of **$1,100** = **Insurance plan** total of **$1,405**

| | **District** monthly contribution ($225 minimum, including $75 from state) |
| | **Employee** monthly contribution (enter $0 if district pays 100 percent) |

Total : 0

Please review your entry to confirm that the **totals** calculated on this page match the **TRS ActiveCare and HMO rate table** above. *
Please update above if they do not match.

☐ Yes, it matches.

Please review your entry to confirm that the **totals** calculated on this page match the **total** monthly contributions/premiums for health insurance in your district. *
Please update above if they do not match.

☐ Yes, it matches.

Health Insurance Plans & Contributions (continued)

---

49. Please upload your organization's current benefit guide.

Submitting a copy of the district's benefit guide can reduce the number of follow-up questions we need to ask once your survey is complete.

Browse...

50. Does your employer contribute any additional funding outside of the monthly premium?

For example, do they pay stop-loss premiums or allocate funds to a reserve for health expenses not factored into the monthly contribution?

○ Yes   ○ No

51. If known, how much per employee per month is this additional funding?

Please do not report a value if unknown.

[   ]

Health Insurance Contributions

Did the monthly health insurance premiums for the district's plan increase for 2025–2026? *
○ Yes
○ No

How much of the increase is paid by the district? *
(i.e., an increase in the district monthly contribution for employee health insurance)
○ All
○ Some
○ None

52. When does the district's plan year begin?*
○ July 1
○ September 1
○ January 1
○ A different month
[   ]

Has the district implemented any of the following healthcare cost savings measures?

	Yes	No
Employee health risk assessment	○	○
Gap medical insurance services	○	○
Health Savings Account (HSA)	○	○
Flexible Spending Account (FSA)	○	○
Onsite flu shots or other immunizations	○	○
Telehealth services (doctor consultation via phone or video)	○	○
Workplace wellness program	○	○
Other	○	○

Please describe the "Other" healthcare cost savings measures used in your district. *

Supplemental Benefits

Insurance Benefits *

Please indicate which of the following supplemental benefits are available in your district, whether they are paid or not paid by the district.

	Available	Not Available
Dental Insurance	○	○
Vision Insurance	○	○
Cancer Insurance	○	○
Supplemental Life Insurance	○	○
Accidental Death and Dismemberment Insurance	○	○
Short-Term Disability Insurance	○	○
Long-Term Disability Insurance	○	○
Long-Term Care Insurance	○	○

Other Benefits *
Please indicate which of the following supplemental benefits are available in your district, whether they are paid or not paid by the district.

	Available	Not Available
403(b) or 457 deferred compensation plans	○	○
Employee assistance program	○	○
Financial planning services	○	○
Employee discounts (e.g., health clubs, memberships, childcare)	○	○
Onsite health clinic services	○	○
Onsite employee fitness centers or classes	○	○
Onsite childcare	○	○
Other	○	○

Please describe the other benefits available in your district. *

[   ]

Please indicate how much of the cost of these benefits is paid by the district. *
Only the benefits indicated as "available" will be shown in this table.

	None	Some	All
Dental Insurance	○	○	○
Vision Insurance	○	○	○
Cancer Insurance	○	○	○
Supplemental Life Insurance	○	○	○
Accidental Death and Dismemberment Insurance	○	○	○
Short-Term Disability Insurance	○	○	○
Long-Term Disability Insurance	○	○	○
Long-Term Care Insurance	○	○	○
403(b) or 457 deferred compensation plans	○	○	○
Employee assistance program	○	○	○
Financial planning services	○	○	○
Onsite health clinic services	○	○	○
Onsite employee fitness centers or classes	○	○	○
Onsite childcare	○	○	○

Leaves

Does the district provide fully paid local leave days in addition to the five days of personal leave required by the State of Texas? *

○ Yes

○ No

Does the district have a policy that provides for reimbursement of unused leave? *
Do not include compensatory time in lieu of overtime earned in compliance with the Fair Labor Standards Act (FLSA).

○ Yes

○ No

Which type of arrangement for leave donation does the district have? *

- *Definitions*
    - **Sick leave bank**: a bank is a collection of leave days available to employees who have donated to the bank. Eligible employees must apply for the use of donated days after their own leave has been exhausted.
    - **Sick leave pool**: a pool is a collection of leave days donated for a particular employee who has exhausted their own leave. Pools are created as needed for an employee who required extended leave.

○ A sick leave **bank**

○ A policy for creating sick leave **pools**
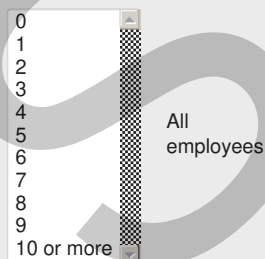
○ Both

○ Neither

Local Leave (pg 1)

The amount of local leave available for employees varies depending on:

○ It does not vary - all employees receive the same number of local leave days

○ Duty schedule (e.g., 12-month employees receive additional local leave days)

○ Employee category (e.g., only professional or exempt staff receive local leave)

○ Both duty schedule and type of employee

Please select the number of days of paid local leave below. *
Include only local leave days that are paid in full.
This will be used to pre-populate the first question on the next page, but may depend on survey/browser settings.

```
0
1
2
3
4
5        All
6        employees
7
8
9
10 or more
```

Local Leave (pg 2)

Please select the number of days of paid local leave for each employee category below. *
If the employee group does not earn local leave, please select 0. Include only local leave days that are paid in full.

0 1 2 3 4 5 6 7 8 9 10 or more	Classroom teacher
0 **1** 2 3 4 5 6 7 8 9 10 or more	Professional/Exempt - 11 months
0 1 2 3 4 5 6 7 8 9 10 or more	Professional/Exempt - 12 months
0 1 2 3 4 5 6 7 8 9 10 or more	Paraprofessional - 10 months
0 1 2 3 4 5 6 7 8 9 10 or more	Clerical/Office - 12 months

```
0
1
2
3
4
5
6
7
8
9
10 or more
```
Support/Auxiliary - 10 months (e.g., bus driver, food service)

```
0
1
2
3
4
5
6
7
8
9
10 or more
```
Support/Auxiliary - 12 months (e.g., maintenance, custodial)

Local Leave is designated for use as: *

○ Sick leave

○ Personal leave

○ Combination of sick leave and personal leave

When are local leave benefits available for use by the employee? *

○ All days are available at the beginning of the year

○ Days accrue throughout the year and must be earned before use

What happens to unused local leave days at the end of the year?

○ Unused days are forfeited

○ Unused days are carried over to next year

○ Value of unused days is paid to the employee each year

Is there a maximum number of local leave days that can be accrued by an employee? *

○ Yes

○ No

In what range does the maximum number of local leave days fall? *

○ Less than 10 days

○ 10 to 19 days

○ 20 to 29 days

○ 30 to 39 days

○ 40 to 49 days

○ 50 or more days

Leave Reimbursement

Which employees are eligible for reimbursement of unused leave days? *

○ All employees

○ Teachers only

○ Professional/Exempt staff only

○ Other

53. What is the other employee group?

[   ]

Is there a minimum **local** service requirement to be eligible for reimbursement of unused local leave days?

○ Yes

○ No

When are employees reimbursed for unused leave days?

○ Annually

○ Resignation for any reason

○ Resignation for retirement only

Which type of unused leave days are reimbursed? *

○ Local leave only

○ State leave only

○ Both local and state leave

How much does the district pay for reimbursement of unused leave days?

○ Employee's full daily rate

○ Reduced daily rate

○ Other standard rate (e.g., $50 per day)

How much is the standard rate for reimbursement of unused leave days?

○ $50 or less per day

○ $51 to $100 per day

○ $101 to $150 per day

○ $151 or more per day

Is there a limit on the total amount for reimbursement? *

- ○ No limit on days or dollar amount for reimbursement
- ○ Limit the number of days for reimbursement
- ○ Limit the total dollar amount paid for reimbursement
- ○ Limit both the number of days and the total dollar amount for reimbursement
- ○ Another method of limiting (e.g., campus or district total, percentage of salary)

Maximum **number of days** for reimbursement

Maximum **total dollar amount** for reimbursement

Sick Leave Bank

The sick leave bank is provided for the illness or injury of: *

- ○ Employee only
- ○ Employee and immediate family

Employees may donate: *

- ○ State personal leave only
- ○ Local leave only
- ○ State personal and local leave

Are employees excluded from using the sick leave bank if they are receiving income replacement benefits from another source? *
(i.e., workers compensation or disability insurance)

- ○ Yes
- ○ No

How many days must an employee donate to join the sick leave bank? *

- ○ 1
- ○ 2
- ○ 3
- ○ 4 or more

What does district policy say for replenishing days into the bank? *

- ○ Employees must donate days when reserves dip below a certain level
- ○ Employees must donate days annually
- ○ Employees must donate days following use
- ○ Other

Who approves employee requests to access leave days from the bank?

- ○ Superintendent
- ○ Other administrator(s)
- ○ Employee committee

Is there a limit on the number of days an employee may draw from the bank? *

- ○ Yes
- ○ No

The maximum number of days an employee may draw is: *

- ○ Per year
- ○ Lifetime maximum
- ○ Both

Maximum days allowed **per year**

[   ]

Maximum days allowed **over lifetime**

[   ]

Sick Leave Pools

The sick leave pool is created for the illness or injury of: *

- ○ Employee only
- ○ Employee and immediate family

Employees may donate: *

- ○ State personal leave only
- ○ Local leave only
- ○ State personal and local leave

Are employees excluded from using a sick leave pool if they are receiving income replacement benefits from another source? *

(i.e., workers compensation or disability insurance)

○ Yes

○ No

Is there a limit on the number of days an employee can donate to a sick leave pool? *

○ Yes

○ No

How many days can an employee donate to a sick leave pool? *

○ 1

○ 2

○ 3

○ 4

○ 5

○ 6 to 10

○ 11 to 20

○ 21 or more

Are employees who donate leave to others required to keep a minimum balance of their own?

○ Yes

○ No

Are unused pool days returned to the donor? *

○ Yes

○ No

Enter the maximum **number of days per year** an employee may receive from a sick leave pool. *

[   ]

Vacancies

---

54. How does the retention rate of teachers for **this fall** compare to the **prior year**?

○ More teachers retained than the prior year

○ Similar teachers retained to the prior year

○ Fewer teachers retained than the prior year

55. Based on exit surveys or other information available to you, drag to rank the reason teachers chose to leave prior to the current school year:

Drag items from the left-hand list into the right-hand list to order them.

Relocation out-of-state	→
Health-related reason	→
Left teaching	→
Went to another district in Texas	→
Retirement	→
Promoted within your district	→
Other	→

56. If another reason was more common in your district, please describe:

57. How many teacher positions were vacant at the start of the school year?

58. In what subjects and grade levels were the vacancies?
(Check all that apply)

☐ Elementary general education

☐ Elementary special education

☐ Elementary bilingual education

☐ Secondary core subjects (math, science, ELA, SS)

☐ Secondary special education

☐ Secondary CTE

☐ Secondary elective

59. How does the number of teacher positions vacant at the start of **this year** compare to the start of **last year**?

○ More than last year

○ About the same as last year

○ Fewer than last year

60. How many teacher positions are currently vacant?

61. In what subjects and grade levels are the vacancies?
   (Check all that apply)

- [ ] Elementary general education
- [ ] Elementary special education
- [ ] Elementary bilingual education
- [ ] Secondary core subjects (math, science, ELA, SS)
- [ ] Secondary special education
- [ ] Secondary CTE
- [ ] Secondary elective

62. How does the number of available substitutes compare **this year** to **last year**?

- ( ) More substitutes than last year
- ( ) Similar substitutes to last year
- ( ) Fewer substitutes than last year

63. Do you anticipate teachers and other school staff will need to cover classes in response to lack of substitute availability **this year**?

- ( ) Yes
- ( ) No

64. How will this compare to **last year**?

- ( ) More than last year
- ( ) Similar to last year
- ( ) Less than last year

65. How does the retention rate of campus administrators for **this fall** compare to the **prior year**?

- ( ) More administrators retained than the prior year
- ( ) Similar administrators retained to the prior year
- ( ) Fewer administrators retained than the prior year

66. How does the retention rate of other non-teaching staff for **this fall** compare to the **prior year**?

- ( ) More non-teaching staff retained than the prior year
- ( ) Similar non-teaching staff retained to the prior year
- ( ) Fewer non-teaching staff retained than the prior year

67. Drag to rank the job groups most difficult to fill vacancies for the current school year:

Drag items from the left-hand list into the right-hand list to order them.

Auxiliary (e.g., custodian, child nutrition worker, bus driver)	→
Professional (e.g., counselor, librarian, SLP)	→
Administrative (e.g., principal, assistant principal, director)	→
Instructional support (e.g., library aide, teacher assistant, special education aide)	→
Clerical (e.g., accounting specialist, administrative assistant, registrar)	→

Strategy: Hiring, Staffing, Contract Abandonment

68. What is the typical number of weeks between a teacher position being posted and the teacher position being filled?

○ 0 to 3 weeks

○ 4 to 6 weeks

○ 7 to 9 weeks

○ 10+ weeks

69. How does this compare to **last year**?

○ Longer than last year

○ Similar to last year

○ Shorter than last year

70. Does your district offer early resignation incentives for teachers?

○ Yes

○ No

71. What pipelines have been the most successful in hiring teachers for the current school year?
(Check up to three)

☐ Traditional job fairs

☐ District website

☐ Other organization (e.g., ESCs, TASPA, TASA) job boards

☐ Partnerships with educator preparation programs

☐ Social media (e.g., Twitter, LinkedIn, Facebook)

☐ Other

72. Please describe the other hiring pipelines that have been successful for your district:

73. How does the average number of qualified applicants per teacher vacancy **compare to the prior year**?

	Fewer than last year	Similar to last year	More than last year	N/A
Elementary general education	○	○	○	○
Elementary special education	○	○	○	○
Elementary bilingual education	○	○	○	○
Secondary core subjects (math, science, ELA, SS)	○	○	○	○
Secondary special education	○	○	○	○
Secondary CTE	○	○	○	○
Secondary elective	○	○	○	○

74. What master schedule are you using at your secondary campuses?
e.g., 7/6 would reflect students attending 7 periods and teachers teaching 6 periods

	7/5	7/6	8/6	8/7	Varies by campus	N/A
High school(s)	○	○	○	○	○	○
Middle school(s)	○	○	○	○	○	○

75. Please explain how the setup varies by campus.

76. Which of the following staffing decisions are **in use in the current school year**?
(Check all that apply)

☐ Shifting FTEs (e.g., moving a 2nd grade teacher to 4th grade; moving aide from campus A to campus B)

☐ Reducing FTEs (e.g., did you reduce FTEs to account for changes in enrollment or difficulty filling positions?)

☐ Shifting students (e.g., increasing class sizes in some classes to accommodate continued vacancies)

☐ Pursuing certification for current staff to fill other positions

☐ Offering different instructional methods/settings

77. Which of the following staffing decisions are **under consideration for the next school year**?

(Check all that apply)

☐ Changing the master schedule

☐ Increasing class sizes

☐ Clustering special programs at specific campuses

☐ Offering additional instructional models (e.g., virtual classes, clustered virtual classes)

☐ Shifting a pull-out instructional model to an itinerant instructional model (e.g., GT, ESL, dyslexia)

☐ Other

78. Please describe any other creative staffing approaches being considered for **next year.**

79. Did you have more teachers abandon their contract without good cause **this year** than in **prior years**?

○ Yes

○ No

○ We haven't had contract abandonment

80. How does the number of contract abandonment filings with SBEC for **this year** compare to the **prior year** for your district?

○ More than last year

○ Similar to last year

○ Fewer than last year