

Guidance and Clarification on Reporting Teacher Compensation (TC) Data

Instructional Staff that should **NOT** be included in your baseline staff listing – *do NOT add any of the below staff to the data pre-loaded for your district:*

- General education PK teachers – **OR** any portion of a teacher’s FTE associated with teaching general education PK
- Speech pathologists or speech therapists
- Guidance counselors
- Librarians
- Technology Directors/Coordinators
- School principals
- School superintendents
- Curriculum directors
- Federal grant directors
- PDC Teachers
- Certified Teachers working as an Aide or Paraprofessional positions for the district
- Non-certified teachers
- Long Term substitutes (filling a typically certified position but paid on a daily basis rather than a contract)
- Classified staff

IF any of these positions also includes a “teaching” assignment for a portion of the day. Only that portion of the FTE associated with a teaching assignment should be reported in TC.

Eligible staff reported in PRF (Personnel Record Form) are pre-loaded to the Teacher Compensation for your district. If adding a staff person to the Teacher Compensation report or changing any staffing data on Teacher Compensation – please make sure that the PRF has also been updated. Any ineligible staff that may have been pre-loaded to the Teacher Compensation for your district should be removed.

The PRF and TC data reporting are **NOT** the same:

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|-------------------------------------|------------|--|
| ▪ SHARED TEACHER | PRF – Yes | TC – only the district employing the teacher will report the teacher. Districts “sharing” the teacher must remove from TC reporting. |
| ▪ NON-CERTIFIED Teacher | PRF – Yes | TC – No |
| ▪ LONG TERM Substitute | PRF – Yes | TC – No |
| ▪ ALT CERT (Instructor Certificate) | PRF – Yes | TC - Yes |
| ▪ PDC Mentor Teachers | PRF – Yes* | TC – Yes |
| ▪ PDC Teachers | PRF – Yes* | TC – No |

*see Q&A #5 below for further instructions

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Other Q&A to help with TC reporting:

- 1) If a teacher has a number of unpaid leave days, does a district need to adjust the contract salary amount reported in TC to the actual cost to the district?**

No, a district – similar to what is reported in PRF – may report the total contractual obligation of the district to this teacher should he or she have been paid for all contract days. It would not be correct, if in the following year the teacher had no unpaid leave days to view the increase to be associated with his or her raise in salary.

- 2) If a teacher has left the district since reporting PRF in the fall should the district edit PRF and Teacher Compensation?**

Yes, both PRF and TC should reflect the appropriate FTE and salary for the time that the teacher was employed by the district.

- 3) What is the deadline to submit, verify and signoff on the TC data?**

Districts have until August 30th to complete and signoff on the annual report, the TC is a part of the annual report and therefore districts have until August 30th to complete all components of the annual report. Districts may begin reporting TC and annual report data on July 1st.

- 4) I have already “checked” the Edit Complete box and I am no longer able to make updates. If I find that I need to make adjustments to the reported TC data –how can I gain access to TC again?**

Call or email either Susan Woodmansey (773-4748 susan.woodmansey@state.sd.us) or Bobbi Leiferman (773-5407 bobbi.leiferman@state.sd.us) and the check box can be cleared to allow for changes to the reported TC data.

- 5) How should I report PDC teachers and PDC mentors in my district?**

PDC mentor teachers should be reported in TC, PDC teachers should NOT be reported in TC.

PDC mentor teachers are reported in PRF as “No Longer Employed – PDC mentor” and have \$0 reported as instructional contract amount. PDC mentor teachers will need to be ADDED to TC for the total FTE and contract amount (even if district is reimbursed a portion of their salary from USD for participation in the program). PDC teachers are similar to long term substitutes and should not be added to TC.

- 6) Instructional salary, what should or should not be included?**

The instructional salary amounts reported for BOTH PRF and TC should not include hiring bonus, extra duty pay or extended contract pay.

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7) If a teacher receives a mid-year increase in salary due to a lane change, do I need to update the salary in teacher compensation and PRF?

Yes, the reported salary should reflect the total actual salary cost to the school district for the regular school year, excluding bonuses, extra-duty pay or extended contract pay.

8) What costs should be included in the "benefit" costs for each teacher?

Districts should include the cost for social security/Medicare, group health insurance, other insurance costs such as life, vision or dental (if applicable), South Dakota retirement and Workman's Compensation.

9) Can a district report now what they know for each teacher and then amend or edit their data later but before August 30th?

Yes, contact either Susan or Bobbi to clear the checked box for Edit Complete.

10) How will this data be used to determine compliance with the Accountabilities required for all districts?

There are no TC accountabilities for the data reported in FY2018. Teacher Compensation data reporting is still required as part of the annual report submission outlined in SDCL 13-8-47.