



# Minimum Foundation Program (MFP) Formula Certificated and Support Personnel Pay Raise Guidance

*Louisiana Department of Education*

*July 2022*

This document provides answers to commonly asked questions regarding the pay raises in the FY2022-23 Minimum Foundation Program (MFP) formula.

For further information on the pay raises, send inquiries to [LDOEMFPHelpdesk@la.gov](mailto:LDOEMFPHelpdesk@la.gov) or call the LDOE’s MFP Section at 225.342.3617.

### Pay Raise Overview

#### **What Certificated and Support staff pay raises are being funded in the FY2022-23 Minimum Foundation Program (MFP) formula?**

The 2022-2023 MFP formula includes three permanent annual pay raises for school system certificated and support staff. These pay raises include:

2019-20 Pay Raise

Certificated	\$1,000
Support Staff	\$500

2021-22 Pay Raise

Certificated	\$800
Support Staff	\$400

2022-23 Pay Raise (New)

Certificated	\$1,500
Support Staff	\$750

#### **Where can the pay raise allocations be viewed?**

Within the 2022-23 MFP Budget Letter, Circular 1166, Table 4/Level 4 on the LDOE website on the MFP Library page.

#### **Will the employer share of the contribution rate for each of these three pay raises be funded in the MFP formula?**

Yes, the associated employer retirement costs for the three pay raises are funded in the 2022-23 MFP formula.

#### **What contribution rate is provided for the associated employer retirement costs for certificated personnel?**

An associated employer contribution rate of **24.8%** will be provided for certificated staff.

**What contribution rate is provided for associated employer retirement costs for support personnel?**

An employer contribution rate of **27.6%** will be provided for support staff.

**Will charter schools receive the portion of the pay raise allocation for the employer share of the retirement contribution?**

Yes, charter schools will receive the allocation for the employer share of the retirement contribution for both certificated and support personnel pay raises, in order to address the associated costs of the retirement obligations of their particular retirement plans.

**Eligibility Criteria**

**What specific information is critical to determining if a position is a certificated or support staff position?**

The object and function code combinations reported in the annual Fall staffing data collection for each position are the determining factors for identifying positions as either certificated or support staff. The staffing collection submission guidance provides information on the different object/function combinations available and can be viewed at [EdLink 360 support page](#).

**What is an object code?**

An object code is used to describe the service or commodity obtained as the result of a specific expenditure. In the case of staffing, the object code identifies that the expense is for salaries and then further defines the type of salaries.

**What is a function code?**

The function code describes the activity for which a service is acquired. In the case of staffing data, the function code identifies the activity in which a staff member participates.

**In what document is the object and function codes, used in identifying and reporting eligible positions, defined?**

Certificated and support personnel are defined in the LDOE’s accounting framework found within *Bulletin 1929, the Louisiana Accounting and Uniform Governmental Handbook* ([LAUGH](#)).

**Which positions are eligible for the certificated pay raise funding allocation?**

Positions that traditionally require a teaching or school leadership certificate, are known as certificated personnel and are eligible to be counted in the funding allocation for the certificated pay raise. The eligible position titles and associated object/function codes include:

**Certificated Personnel Pay Raise**

- Teachers (function codes 1000-2200s, object code 112)
- Therapists/Specialists/Counselors (function codes 1000- 2200s, object code 113)
- School Site-based Principals, Assistant Principals, and Other School Administrators (function code 2400s, object code 111)
- Central Office Certificated Administrators (function codes 1000-2200s & 2324, 2831, and 2832 (excluding 2130s), object code 111)
- School Nurses (function code 2134, object code 118)
- Sabbaticals (function codes 1000-2200s, and 2400s, object code 140)

**Which school employees are eligible for the support personnel pay raise?**

School-level positions that do not require a teaching or school leadership certificate are eligible to be counted in the funding allocation for the support personnel pay raise. The eligible position titles and associated object/function codes include:

**Support/Non-Certificated Personnel Pay Raise**

- Aides (function codes 1000-4900s, object code 115)
- Support Supervisors (function codes 2130s, 2300s (excluding 2311, 2321, and 2324) and 2500-4900s (excluding 2831 and 2832), object code 111)
- Clerical/Secretarial (function codes 1000-4900s, object code 114)
- Service Workers (function codes 1000-4900s, object code 116)
- Skilled Craftsmen (function codes 1000-4900s, object code 117)
- Degreed Professionals (function codes 1000-4900s, (excluding 2134s) object code 118)
- Other Personnel (function codes 1000-4900s, object codes 100, 110 and 119)

**What positions are ineligible for inclusion in the pay raises provided in the MFP formula?**

Positions *ineligible* for inclusion in the MFP pay raise include those that are associated with Pre-K programs as these programs are NOT funded through the MFP formula. The ineligible positions include:

**Certificated Regular Pre-K Personnel**

- Teachers (function codes 1530 and 1531, object code 112)
- Therapists/Specialists/Counselors (function codes 1530 and 1531, object code 113)
- Central Office Certificated Administrators (function codes 1530 and 1531, object code 111)
- Sabbaticals (function codes 1530 and 1531, object code 140)

**Support/Non-Certificated Regular Pre-K Personnel**

- Aides (function codes 1530 and 1531, object code 115)
- Clerical/Secretarial (function codes 1530 and 1531, object code 114)
- Service Workers (function codes 1530 and 1531, object code 116)
- Skilled Craftsmen (function codes 1530 and 1531, object code 117)
- Degreed Professionals (function codes 1530 and 1531, object code 118)
- Other Personnel (function codes 1530 and 1531, object codes 100, 110 and 119)

**Does the pay raise allocation include all K-12 support personnel positions?**

Yes, the pay raise allocation includes all K-12 support personnel positions.

**Are charter school positions eligible to be included in the position count that qualifies for the pay raise allocation?**

Yes, charter school positions are included in the position count used in the pay raise allocation.

**Are part-time certificated and support personnel eligible to be counted for the pay raise?**

Yes, since the pay raise allocation is based on FTEs, then part-time staff will be paid commensurate to the time worked.

**Is each individual certificated or support staff person eligible for the pay raises?**

No, the pay raise is provided based on the position, not the individual staff person.

**How will support personnel positions in which certificated staff are employed be treated in the allocations?**

An individual with a teaching certificate who is employed in a support staff position that does not require a teaching certificate does not change the status of the classification of the position. The pay raise for such a support position is funded at the support staff pay raise amount.

**Are only employees paid with State General Fund included in the position count for the pay raises?**

No, all positions, regardless of fund source, are included in the position count and funding for the pay raises.

**Do ROTC Instructors qualify for the certificated pay raise?**

Yes. BESE has adopted a policy requiring that individuals teaching Junior ROTC have an ancillary certificate. These instructors previously fell within the object/function code combination for teachers. With the BESE policy regarding ancillary certificates for ROTC instructors, these instructors now meet the dual requirement qualifying them for the certificated personnel pay increase.

**Pay Raise Allocations**

**How are the pay raise allocations calculated?**

The number of eligible full-time equivalent (FTE) positions is multiplied by the pay raise amount.

**Are all three pay raises in the 2022-23 MFP formula calculated in the same manner?**

Yes, the same methodology is utilized to calculate all three pay raises.

**Where does the full time equivalent (FTE) position count come from?**

The staff counts are reported by the school systems across the state to the EdLink 360 staffing data collection system in the annual Fall reporting period.

**What staffing data is utilized to prepare the pay raise allocations and payments starting in July each year?**

The MFP payments starting in July are calculated using the prior year staffing data collected in the annual Fall reporting period. This allocation in July is considered the Initial allocation or placeholder until the actual current year staffing counts are finalized.

**For how many months will the Initial allocation be used to make payments for the pay raises?**

This preliminary allocation will be used from July through December to provide monthly payments for the pay raise.

**What is the process for finalizing the pay raise allocation?**

The Final pay raise allocation will include a comparison of eligible positions and counts from the current fiscal year Fall staffing data collection to the prior year staffing data. Any differences in the data, both increases or decreases, will be identified and corresponding adjustments made in the final allocation calculation.

**On which data will the final pay raise allocations be based?**

The Final pay raise allocation will be based on the October 1, 2022 staffing data submitted by school systems. *It is critical that the data transmitted to the department be accurate and submitted in a timely manner.*

**How will payments be adjusted once the pay raise allocation becomes final?**

MFP pay raise payments to date will be compared to the Final pay raise allocation and adjustments made to payments, upward or downward, as appropriate.

**How will the pay raise funding be received throughout the fiscal year?**

The funding will be provided through the MFP monthly payments.

**In what month during the year will payments for the pay raises be adjusted?**

Adjustment to payments as a result of the calculation of the Final pay raise allocation will take effect within the January/February MFP payments and continue through the end of the fiscal year.

**Granting Pay Raises**

**Are the 2022-2023 certificated and support personnel pay raises permanent pay raises or are they one-time stipends?**

All three of the pay raises in the MFP formula are intended to be permanent pay raises.

**Must a pay raise be provided to certificated staff which have been rated as “ineffective?”**

Louisiana Revised Statute 17:418 states: *No teacher or administrator who is rated “ineffective” pursuant to the performance evaluation program as provided in R.S. 17:3881 through 3905 shall receive a higher salary in the year following the evaluation than he received in the year of the evaluation.*

**Must the certificated and support staff pay raises be given in the exact amount stated in the MFP formula per full time equivalent (FTE)?**

Yes, all certificated and support staff should be provided the pay raises in the exact amount per the individual’s full time equivalent (FTE).

**Are the school systems including city and parish school districts, charter schools, lab schools, and State schools required to pass along the pay raise allocation to their staff?**

Yes, districts and schools are required to use the funds for pay raises to fulfill the intent of the pay raise provision as stated in the MFP Resolution adopted and funded by the legislature.

**What are the required timelines for distribution of the pay raise?**

Each school system shall include the pay increase in the 2022-2023 salary schedules and begin paying the increase to staff for all pay periods beginning no later than August 1, 2022.

**May the federal fund source be charged for the pay raise for those employees paid with federal funds?**

Yes. If funding is available, the federal fund source may be charged to the extent that the current salary is charged.

**Is this pay raise to be added strictly to base salary at a first year teacher with a Bachelor’s Degree and zero years’ experience?**

No, the pay raise must be added to every step in the salary schedule no matter the degree level or years of experience.

**Does the pay raise have to be allocated to “not more than 50% in categories of Effectiveness, Demand, and Experience” per requirements of La. R.S. 17:418?**

The pay raise must be provided as an addition to the base salary which takes into account performance, demand, and experience.

**How will the pay raises be continued in subsequent years?**

In subsequent years, funding for the pay raises will be continued through the current allocation and payment methodology unless a different methodology is officially adopted in the formula.

### **Reporting on Pay Raises**

**How should this funding be recorded in the Annual Financial Report (AFR)?**

Funding for the pay raise is from the MFP Appropriation so the revenue should be recorded as MFP funds – keypunch code 0004300.

**What, if any, documentation should school systems provide or maintain to demonstrate that the pay increases were distributed as outlined in the 2022-2023 MFP formula?**

Salary schedules must be updated by school systems to incorporate the pay raises. The updated salary schedule documents will be sufficient support for the implementation of these pay raises. Payroll records detailing the distribution of the pay raise to eligible staff are also sufficient documentation. All of these records should be readily available for review if requested.