

PERSONNEL
CREDITABLE SERVICE REQUIREMENTS

DBA
(REGULATION)

Minimum Requirements for Creditable Service

The table in this subsection indicates the minimum number of days required to earn and receive credit for a year of professional or paraprofessional service.

Year Service Rendered	Minimum Days at 100% of the Day	Minimum Days at 50-99% of the Day	Minimum Full-Time Equivalent Days
Beginning 1998-99	90	180	90
Beginning 1988-89	---	---	85
1987-88 to 1978-79	85	170	85
1977-78	85	175	---
1976-77 to 1972-73	90	180	---
Prior to 1972-73	90	180	---

Minimum days at less than 100% or at full-time equivalency are applicable only to service in Texas public schools, Texas Education Service Centers, and beginning in 1978-79, Texas colleges and universities.

The full text of the applicable requirements is found in Chapter 153, Subchapter CC of the Texas Administrative Code. Questions concerning creditable service should be referred to the Certification Officer in the Human Resources Department.

Creditable Service for Substitute Teaching

A certified teacher, who served as a substitute in a classroom setting in a given year for, at least, the minimum number of days listed in the table above, is eligible for a year of creditable service. Substitute days of service may come from more than one district, but must be validated by an official service record. Contact the Certification Office in the Human Resources Department for the details on this option.

Service Record

To document the number of years of service claimed for salary increment purposes, the service record (form FIN-115) or a similar form containing the same information must be used. It is the responsibility of the issuing district to ensure that service records are true and correct and that all service recorded on the service record was actually performed.

The service record must be validated by either the Assistant Superintendent of Human Resources or the Certification Officer. The service record shall be kept on file at the District.