

Performance Pay Incentive Pay Out
Facts Sheet

In anticipation of questions from employees about payment of incentives, the following list of guidelines and scenarios has been developed to explain how awards are determined.

1. The amount of the award will be paid based on the CEI and SEI percentile not CEI or SEI score. Other programs pay based on a CEI of 50 or greater.
2. CEI awards are paid for division CEI percentiles not individual course/sections.
3. Split funded positions or shared teachers
 - a. A teacher who teaches at two campuses. Each campus at a pilot school will generate an SEI. The split assignment employee's bonus will be prorated based on the percentage of work at each campus

Example 1:

Professional

Campus 1 SEI Percentile = 82

Award amount=\$1,750

Campus 2 SEI Percentile = 71

Award amount=\$1,500

Total Amount

Total amount=\$3,250 / 2

Award Amount to be paid = \$1,625

Example 2:

Professional

Campus 1 SEI Percentile=75

Award amount=\$1,500

Campus 2 SEI Percentile= 55

Award amount=\$0

Total Amount=\$1,500 / 2

Award Amount to be paid=\$750

- b. A teacher who teaches at multiple campuses will receive only division CEIs regardless of the number of campuses.
4. Change of assignments during the school year
 - a. Elementary Schools

Any change in assignment within the school year will result in the teacher not receiving a CEI because of the disruption in continued student assignment.
 - b. Secondary Schools

Any change in assignment within the school year will result in the teacher not receiving a CEI because of the disruption in continued student assignment.

A staff member who changes roles assignments must generate a CEI to remain eligible. For example, a counselor who moves into a teaching position will be eligible for a CEI if a single semester CEI is generated.

A staff member who moves from a CEI teaching position to a non-teaching position is eligible if the previous semester generates a CEI.

5. Eligibility (Opt In) Issues

- a. An employee who did not opt in by the deadline, including the appeal period will not receive an award in December 2008

6. Appraisal Issues

- a. Teacher must be rated as proficient or exceeds
- b. A teacher who did not receive two classroom observations is ineligible
- c. A teacher who received two classroom observations but the total time does not equal 45 minutes is ineligible
- d. A teacher whose evaluation is below expectations or unsatisfactory is ineligible
- e. Teachers who do not have annual appraisals must still have two classroom observations.

7. Attendance Issues

- a. Staff members who are in attendance for less than 95% of their contracted school year are ineligible.
- b. All absences that reduce PTO balances count (PILL, FILL, PBUS, etc.)
- c. Absences for staff development or other off campus duties as assigned by the principal are considered work time and not counted as absences.
- d. FMLA, Assault or Administrative Leave of Absences with pay will not be considered an absence.

- e. Employee must work 95% of scheduled workdays and have less than 9 absences for the awarded school year.

Calculation for 95% is as follows:

First day of contract through last day = scheduled workdays.

Total scheduled work days – absences = Number of Days worked

Number of days worked /Total schedule work days = Attendance Percentage

Attendance Percentage must be 95 or greater

- f. Example 1: A new teacher who works 193 days on contract and is absent for 5 days (PILL, FILL, PBUS, etc.)

Total scheduled work days = 193 minus 5 absences = 188

Number of days worked 188 divided by Total scheduled work days 193 = 97% attendance

- g. Example 2: Employee came to work in the middle of the first semester and is absent for 5 days (PILL, FILL, PBUS, etc.)

Total scheduled work days = 177 minus 5 absences = 172

Number of days worked 172 divided by Total scheduled work days 177 = 97% attendance

9. Payroll Deductions

- a. Incentive bonuses are taxable income. Federal income taxes must be assessed.
- b. Incentive bonuses are also eligible for TRS contributions and employee contribution deductions. See TAC 822.201 and 824.203
- c. Incentive bonuses may be garnished for other legal obligations such as IRS tax levy