

**Administrator, Professional and Technical Employee**  
**2007-2008 Performance Pay Plan**  
*(Group Incentive, District Responsibility and  
Skill Block Pay Plans)*

## **Purpose**

The Administrator, Professional and Technical Employee 2007-2008 Performance Pay Plan seeks to reward those individuals who make qualitative differences in student and/or staff achievement in the system. Compensation will be determined through participation in a variety of system, department or site improvement options. Varied levels of compensation have been pre-determined to reward administrative, professional and technical employees whose work improves the system.

## **Philosophy**

The District believes all employees should receive compensation for individual contributions to important system improvement work. Administrative, professional and technical employees can earn additional compensation beyond salary for work that exceeds that which is expected.

## **Eligibility for Performance Pay Plan Compensation**

Administrative, Professional and Technical Performance Pay Plan options are available to all administrative, professional and/or technical employees. Candidates must demonstrate significant commitment and contribution in the performance of his/her job requirements and to the attainment of district, site and/or department goals.

## **Employees Exempt from Eligibility**

Participation in the Administrative, Professional and Technical Employee's Performance Pay Plan will not include those personnel hired by the District as independent contractors. Employees who are exempt from the program include:

- Independent Contractors hired by the District
- PERA retired, 110-day employees
- Employees working on a team or committee that replicates the job expectations of that employee
- Administrative Interns and/or Deans (but these individuals **are** eligible for certified performance pay options)

## Performance Pay Plan Options

Since 1995, performance pay options for administrative, professional and technical employees have included Outstanding Administrator / Professional / Technical Employee, District Responsibility Pay, Skills Block Pay and Group Incentive pay. The District will shift resources that previously were distributed to these components into a comprehensive Performance Pay Plan. Skills Block pay and Group Incentive Plans will continue to be available options, and administrators, professional and technical employees will continue to have varied methods for achieving additional compensation over and beyond contract salary. For school year 2007-2008, additional compensation options will be available for:

1. District Responsibility Pay = \$25 - \$30 per hour, varied based on time, systemic impact, and results.
  - Admin/PT GIP Board
  - Teacher GIP Board
  - Teacher Evaluation MOU
  - District Crisis Team
  - School Administrator Mentor Program
  - Calendar Committee
  - Insurance Committee
  - ATU Negotiations
  - DCFCE Negotiations
  - DCFT Negotiations
  - Long Range Planning Committee
  - Knowledge Level MOU
  - Admin/PT PPIC
  - Teacher PPIC
  - Classified PPIC
  - District Policy Council
  - Classified Recognition Program
  - Diversity Council
  - DAC Budget/Finance Committee
  - System Improvement Teams sanctioned by a member of the Superintendent's Cabinet
2. Group Incentive Plan compensation = same amount as Certified GIP participants are paid, approximately \$500.
3. Skills Block compensation = varied based on course requirements
4. Evaluation Credit = Administrators and Professional/Technical employees can qualify for additional compensation based on receiving a 'satisfactory' evaluation for a given School Year. Should you be placed on a Performance Improvement Plan, you would not receive the evaluation credit payment, nor will you receive a salary increase. These dollars are paid in the June 20<sup>th</sup> paycheck as follows:

- Administrator = \$2000
- Professional/Technical = \$1000

*When a Project Improvement, a System Improvement Team or a District Committee is established, a Superintendent's Cabinet member must approve the proposal prior to implementation. Cabinet members and Human Resources personnel charged with supervising the Performance Pay Program will not be eligible for additional compensation for supervising this program.*

### **Compensation Amount Criteria**

- Budget capacity
- Work that would not be accomplished in day-to-day activities without additional effort
- Work that relates directly to improving student achievement
- Work that will accelerate organizational learning
- Work that is visionary or breaks new ground
- Work that will significantly improve existing processes or practices
- Work that could save the District money long-term
- Results are data-driven and/or measurable
- Results impact the district, site or department as a whole
- Results solve a problem or significant challenge to the organization

The Superintendent or his designee reserves the right to adjust compensation amounts at the completion of work based on results achieved. Should an employee or group of employees elect to suspend or cancel a project or team, no additional compensation will be paid. Incomplete or partially completed projects will also be subject to adjustments to compensation amounts.

### **How to Participate**

Anyone interested in participating in a Project/SIT Team or District Committee should submit a request to their supervisor. The supervisor, in turn, will submit the request to the Assistant Superintendent of Human Resources who will get the request to the appropriate team/committee leader.

**District Responsibility Pay:** Administrative, Professional and Technical employees can volunteer to Project Team Leaders to participate on District Improvement Teams and/or Committees. Project Team Leaders have sole authority to assign participants to Project and/or System Improvement Teams and/or District Committees. Employees may refuse an assignment to a Team and/or Committee resulting in no negative impact on their individual annual performance evaluation. Compensation for participation will be based on established criteria and range from approximately \$100 - \$1800 per participant. Time, system impact and achieved results will be the criteria considered for payment determinations, as determined by the Assistant Superintendent of Human Resources.

**Group Incentive Plans:** Should a group of administrative, professional and/or technical employees wish to initiate a Group Incentive Plan (GIP), a Cabinet member or Department Director will need to pre-approve the proposal. Department Directors who are supervising a GIP are expected to notify their Cabinet representative of each proposal. Group Incentive Teams are expected to utilize continuous improvement processes and tools. Group Incentive Teams will be required to submit documentation at the completion of their work to receive additional compensation. Compensation amounts will be the same as Teacher Group Incentive Plan participants. In SY 2005-2006, amount was \$509 per participant.

**Skills Block Pay:** Administrative, professional and technical employees can sign up for and complete District approved Skills Blocks for additional compensation. Skills block compensation will be distributed at the completion of the course requirements. The basic criteria for a Skills Block are:

- Minimum of 18 instructional contact hours
- Must be an assessment of skills and knowledge learned through an application project, end of course assessment, a rubric evaluation, etc.
- Content must be of high interest according to District and/or Board of Education needs, Board Goals and Executive Limitations, “ends” statements, etc.

## **Completion of Group Incentive Project**

Prior to **Friday, April 11, 2008**, individuals who participate on an approved Project / System Improvement Team or Group Incentive Committee will submit documentation of work completed to the Team or Committee Manager. Summary report forms are located on the District website under Human Resources in the Administrative Performance Pay folder. Employees must submit the following data by **April 11, 2008**:

1. Time allocated to work on the Team or Committee and verified by the leader of the Team or Committee
2. Specific tasks assigned to employee as part of the Team or Committee
3. Documentation of Team or Committee goal accomplishments
4. Submission of a one-page reflective narrative about what the employee learned through the process.

The GIP Board will review Summary Report Forms and submit recommendations for Performance Pay to the Assistant Superintendent of Human Resources **prior to May 1, 2008**. Employees will receive compensation in a separate check in June of 2007 for District Responsibility Pay, and in a separate check in July of 2008 for Group Incentive pay.

## **Appeal Process**

Candidates may appeal the decision of the Assistant Superintendent of Human Resources by submitting a written rationale and accompanying documentation to the employee's direct supervisor. The supervisor and/or cabinet representative who approved the initial proposal will make the final decision as to the validity of the appeal. The Superintendent's Cabinet will serve as final arbitrator of the appeal process. Decisions of the Superintendent's Cabinet are final.

Those administrative, professional and technical employees who declare their intention to retire prior to March 1, 2008, will be allowed to accelerate the completion of a Performance Pay Summary Report to receive compensation for successful completion prior to the last day of employment. The Office of Human Resources will determine the date for compensation distribution in these individual situations.

## **GLOSSARY OF TERMS:**

**District Responsibility Pay** – District Responsibility Pay is available to administrative, professional and technical category employees for work on District committees and/or Project or System Improvement Teams. Teachers and classified personnel have separate budget accounts for similar compensation for their respective constituents.

**Group Incentive Plans** for Administrative/Professional/Technical Employees - Group Incentive Plans are created by employees to address site or department challenges as needed. These projects tend to be on a smaller scale than Project or System Improvement Teams but can be interdisciplinary.

**Project Teams-** Teams developed under the supervision of a Superintendent Cabinet's member that directly align to Board of Education Goals and/or Executive Limitations. Frequent meetings and significant time will be required of participants on Project Teams.

**Skill Blocks-** Classes offered to increase knowledge and skill. Individual class participants receive compensation upon completion of course work for one-time payments. Skill Block compensation amounts are set by the Department of Staff Development.

**Summary Report** – Participating employees will need to complete a report outlining the time devoted to team or committee, level of participation, results accomplished and reflections on learning from the project.

**System Improvement Teams-** Teams developed at the District level to address significant challenges of a smaller scale than Project Teams. Occasional meetings and significant time will be required of participants on System Improvement Teams.

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