

# **Litchfield Elementary School District #79**

## **2022-2023 Performance Award Plan**

The Litchfield Elementary School District believes in performance pay for its employees. All employees will have their next year's base salary adjusted based on the evaluation of their individual performance during the current year.

An additional attempt to motivate and reward the performance for Certified employees, Directors and Administrators is to also offer an annual performance award. This is a one-time payment given at the end of the fiscal year based on the evaluated performance of the individual.

### **EVALUATIONS**

All classified staff, directors and administrators must receive two evaluations per year. The first evaluation must be issued between November 1<sup>st</sup> and December 15<sup>th</sup>. The second evaluation must be issued between March 1<sup>st</sup> and April 15<sup>th</sup> (by May 31<sup>st</sup> for all Administrators/Directors). Certified staff must be evaluated at least once annually. There are different evaluation instruments approved by the Governing Board for each category of employees (please reference the approved evaluation instrument for more information).

### **PERFORMANCE AWARD AMOUNTS**

#### **Administrators**

*The highest level that can be achieved during the first year in the District is Level III, regardless of evaluation points earned, without Superintendent's approval.*

(Executive Directors)

Level IV	\$ 11,000
Level III	\$ 9,350
Level II	\$ 7,700
Level I	\$ 0

(Principals, Assistant Principals, Directors, and Assistant Directors, per placement chart)

Level IV	\$ 9,130
Level III	\$ 8,030
Level II	\$ 6,900
Level I	\$ 0

#### **Assessment Staff: (Speech Therapist, Psychologist, OT and PT)**

*Assessment staff are eligible for any level pay, including during the first year of employment, based on evaluation level attained.*

Level IV	\$ 4,400
Level III	\$ 3,300
Level II	\$ 2,200
Level I	\$ 1,540

To receive a full Performance Award the above employees must be hired and on the job on or before November 1<sup>st</sup> of the fiscal year. To receive a prorated Performance Award, amount the employee must be hired and on the job on or before January 9<sup>th</sup> of the fiscal year. If the employee is employed on or after January 10<sup>th</sup>, they would not be eligible for an award. Also, above employee must remain employed for entire contract period and must be evaluated during the second evaluation period in order to receive a performance award (Superintendent may approve an exception for staff who experience a mid-year approved leave).

Base increase for employees above and classified staff: Employees hired and on the job on or before January 9<sup>th</sup> will be eligible for a base increase. Employees hired and on the job on or after January 10<sup>th</sup> will not be eligible for a base increase. Employees promoted to a position in the new fiscal year, are not eligible to apply their new year base increase into the new salary placement due to being placed on the salary chart or placed at a new salary accordingly. Base increases are based on previous year evaluation level attainment and FTE assignment in the new contract year.

## **PERFORMANCE AWARD AMOUNTS**

### **Certified Staff:** (Teachers, Instructional Coaches, Student Advisors, Specialists)

All teachers must master each level before advancing to the next level. The highest level a New teacher to the District may attain is Level I during his/her first year in the District.

### **Exception to the above:**

1. Teachers New to the District with 2.5 or more consecutive years in the same District, that is in a prior public school or District, may be placed on any appropriate level the following year based on the Teacher Evaluation Instrument. Private school experience will be reviewed on a case by case basis.
2. Any certified teacher that leaves the Litchfield Elementary School District, but returns within three school years, will be able to return to the career development level that they were eligible for when they left the District.

**The amount per level may change based on the amount of funding received from the State and the number of individuals on each level. Estimate for career development and optional performance plan is:**

Level III	\$ 4,400
Level IIB	\$ 3,300
Level IIA	\$ 2,200
Level I	\$ 1,540

**Certified staff may also be eligible to receive Classroom Site Fund Performance Pay. The amount per level may change based on the amount of Classroom Site Fund money received from the State and the number of individuals on each level. Estimate for this award is \$5,000 and paid as follows:**

Professional Contributions: 30 hours = \$2,500 OR 20 hours = \$1,667

Standard 6 Student Growth = \$2,500

To receive a full Performance Award (Career Development/Performance Pay and Classroom Site Fund) certified staff must be hired and on the job on or before October 7<sup>th</sup> of the fiscal year. To receive a prorated Performance Award, amount the employee must be hired and on the job on or before January 9<sup>th</sup> of the fiscal year. If the certified staff is employed on or after January 10<sup>th</sup> they would not be eligible for an award. Also, certified staff must remain employed for entire contract period and must be evaluated in order to receive a performance award (Superintendent may approve an exception for staff who experience a mid-year approved leave. If certified staff experience a mid-year approved leave during the school year and the total number of actual contract work days exceeds 50%, the certified staff is eligible for a prorated rate based on the total number of actual contract work days. If certified staff experience a mid-year approved leave during the school year and the total number of actual contract work days is 50% or less, the certified staff is not eligible for the award.).

Base increase: Certified staff hired and on the job on or before January 9<sup>th</sup> will be eligible for a base increase. Certified Staff hired and on the job on or after January 10<sup>th</sup> will not be eligible for a base increase. Base increases are based on previous year evaluation level attainment and FTE assignment in the new contract year.

## **PROFESSIONAL DEVELOPMENT**

The Litchfield Elementary School District believes that an employee's participation in professional development impacts student achievement and the overall operations of the District. Therefore, the performance award is reduced per below based on professional development hours not met.

**The reduction will be processed as follows:**

<b>Position</b>	<b>Reduction</b>
Administrators, Directors, Coordinator (12 month)	One level reduction on performance award if 21 hours of professional development is not met by May 31, 2023.
Principals, Assistant Principals,	One level reduction on performance award if 18 hours of professional development is not met by May 31, 2023.

Assessment Staff

One level reduction on performance award if 15 hours of professional Development is not met between August 3, 2022 – April 21, 2023.

Certified Staff

One goal reduction on Classroom Site Fund performance award if 30 hours of Professional Development (PD) and/or up to 15 hours of Community Contributions (CC) for a total of 30 hours between PD and CC is not met between August 3, 2022 – April 21, 2023.