

# 2015-2016 Priority Schools Bonus Requirements (Up to \$2,500)

## Eligibility Guidelines and Requirements

To be eligible for Polk County Schools *Priority Schools Bonus* (up to \$2,500) all qualifying new teachers must meet all of the requirements outlined below and be assigned a “*Start Date*” on or before **October 2, 2015**.

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|---|
| 1. <b>Complete</b> <u>one full year</u> of successful instructional service in a <i>Priority</i> school <i>and</i> be reappointed (as of June 1, 2016) for the 2016-2017 school year. (See <i>Eligible Priority</i> sites on back.)   |
| 2. <b>Never</b> been employed as a <b>teacher</b> with the Polk County School District.<br>(The teacher must be a <u>first time instructional employee</u> to Polk County Schools for the 2015-2016 school year.)   |
| 3. <b>Sign</b> a <i>Conditional Offer of Employment</i> (COE) in order to fill a <b>core academic vacancy</b> in a <i>Priority</i> school. (See <i>Eligible Priority Sites</i> and <i>Core Academic Subjects</i> on back.)  |
| 4. <b>Read, sign, and submit</b> a <i>Priority Schools Agreement Form</i> (Form B).   |
| 5. <b>Meet</b> the conditions of employment described on the <i>Conditional Offer of Employment</i> (COE) pertaining to <i>Certified</i> (C), <i>Qualified</i> (Q), and <i>Highly Qualified</i> (HQ), <u>and meet</u> the eligibility requirements for hire in Polk County as described in Board Policy 3.001.                |
| 6. Must <b>meet all</b> requirements necessary to hold a <b><i>Florida Educator Professional Certificate</i></b> in the assigned subject area <u>at the time of the request</u> , including application and fee for the Professional Certificate. (See <i>Special Provision for New Teachers Assigned to Teach Reading</i> .) |
| 7. Must serve as the <b>teacher of record</b> and provide direct instruction to students daily (i.e., assigned courses in <i>Genesis</i> and assign grades to students).  |
| 8. Be recommended <u>and</u> accept a teaching assignment in a <i>Priority</i> school for the 2016-2017 school year.  |

### **IMPORTANT -PLEASE READ**

- This is not a guaranteed bonus. All requirements must be met and paperwork received by **June 1<sup>st</sup>, 2016**.
- The bonus paperwork will not be processed until the new teacher completes **and** returns the 2015-2016 *Priority Schools Bonus Agreement Request Form*.
- The **new teacher** (*not* the hiring administrator/ location) is responsible for submitting all requested/required supporting documentation for bonus consideration.
- The duration of this incentive program is contingent upon the **availability** of sufficient grant funds.
- No bonuses will be processed *after* the fiscal year during which the employee starts to work.
- Bonuses will be paid upon successful completion of one full year of satisfactory instructional service, **AND** recommendation for reappointment for the 2016-2017 school-year.
  - The District reserves the right to have the funds **deducted** from the new teacher’s **final paycheck**, if the new teacher resigns *after* receiving a *Priority Schools bonus* payment.
- New teacher’s failure to successfully complete his/her probationary period or who is terminated for cause would result in bonus forfeiture.

New teachers who accept a teaching position with a *Priority* school may be eligible for a *2015-2016 Priority Schools Bonus*.

PRIORITY Schools (F schools)	
Combee Elementary	Jesse Keen Elementary
Boone Middle	Crystal Lake Middle
Lake Alfred Addair Middle	Westwood Middle

Core Academic Areas			
Math	English	Science	History
Reading	Language Arts	Civics	Government
Economics	Geography	Music	Visual Arts
Drama	World/Foreign Languages	Elementary K-6	ESE

**Special Provision for New Teachers Assigned to Teach Reading**

If a new teacher holds a *Professional Certificate* in *another* subject area but, assigned to teach reading during the *2015-2016* school-year, he or she may still be eligible for a *Priority Schools Bonus*.

- To be considered, the new teacher must meet all of the requirements described, as well as, enroll in and complete a minimum of **120 in-service points** towards the *Reading Endorsement* coverage.
- 120 in-service points or six semester hours **must** be earned towards the *Reading Endorsement* or Reading Certification per 12-month period from the date of his or her reading teacher assignment.

*The School Board of Polk County, Florida prohibits any and all forms discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, activities, or employment. If you require any type of accommodation to complete the employment process due to a disability, please call the Human Resource Services Division at (863)-534-0781. If you are deaf or hard of hearing, please contact the Polk County School District by calling Florida Relay Service at 1-800-955-877.*

# Steps to Be Considered for a Priority Schools Bonus

To be considered for the *2015-2016 Priority Schools Bonus*, the new teacher must complete Steps 1-5.

1. **Read and complete** the appropriate sections of the *Priority Schools Bonus Agreement Form*.
2. **Submit** the *Priority Schools Bonus Agreement Form* to your hiring administrator (or his/her designee) for his/her signature.
3. **Return** the *Priority Schools Bonus Agreement Form* to the *Office of Recruiting/RTE E*.
  - a. **Retain** the **yellow copy** of the form for your records.
  - b. Do not return the yellow copy of the form to the *Office of Recruiting*.
4. **Submit** the following additional documentation to the *Office of Recruiting/RTE E*:
  - a. a copy of your *Conditional Offer of Employment (COE)*.
  - b. documentation verifying your Professional Certificate eligibility status:
    - copy of your *Florida Professional Teaching Certificate* or
    - copy of the *Florida Department of Education (FLDOE) Certification Application* and copy of the receipt reflecting the fee paid for your Professional Certificate.
    - (*Reading teachers only*) Reading teachers who do not hold a Professional Certificate in Reading must submit the following:
      - a. documentation reflecting the completion of at least 120 inservice points towards the *Reading Endorsement* coverage or
      - b. copy of Professional Certificate reflecting *Reading Endorsement*.

## Additional Information Regarding the Priority Schools Bonus

Each new teacher who is being considered for the bonus will submit three eligibility documents (**A-C**) to the *Office of Recruiting* (no additional hard copy documentation is required for consideration).

<b>A</b>	<i>Priority Schools Bonus Agreement Form</i> : This document serves as acknowledgement that the new teacher was made aware of and understands the bonus requirements, guidelines, and stipulations.
<b>B</b>	<i>Conditional Offer of Employment</i> : This verifies that the new teacher was extended an offer of employment by a hiring administrator for the <i>2015-2016</i> school year.
<b>C</b>	<p><u>Certification Verification</u> (e.g., <i>Professional Certificate</i>): This verifies that you are fully qualified (i.e., certified, qualified, and highly qualified) and hold the credentials necessary to teach in a low-performing/school in need of improvement.</p> <ul style="list-style-type: none"> <li>• Your <i>FLDOE Statement of Status of Eligibility</i> identifies the requirements that <u>must</u> be met by the new teacher to be eligible for a <i>Professional Teaching Certificate</i>.</li> <li>• These requirements <u>must</u> be met to be eligible for a <i>Professional Certificate</i> <u>and</u> considered for the <i>Priority Schools bonus</i>.</li> </ul>

### Status Notifications, Bonus Payment, etc.

- Approval notification emails will be sent from the *Office of Recruiting* *June 2016*.
- If the new teacher meets all of the requirements, *submits* his/her eligibility documents by the *June 1<sup>st</sup>* deadline, and is approved for the *Priority Schools Bonus*, the bonus will be reflected in his/her *June 30<sup>th</sup>, 2016* paycheck.
  - The new teacher will not receive a separate bonus check.
  - The new teacher can view his/her monthly checks through the *Staff Portal* page of the District's website.
  - The new teacher can visit <https://staff.mypolkschools.net/> to access and view his/her paystub.

# PRORATED BONUS CHART

(Note: No new teacher hired after the <b>October 2, 2015</b> deadline will be eligible for a <i>Priority Schools Bonus</i> .)		
<b>Prorated Schools Bonus Chart</b>		
<b>\$2,500.00</b>		
Daily Rate:		\$12.76
<b>Start Date</b>	<b># of Days Worked</b>	<b>Bonus Amount</b>
<b>17-Aug</b>	196	<b>\$2,500.00</b>
18-Aug	195	\$2,487.24
19-Aug	194	\$2,474.49
20-Aug	193	\$2,461.73
21-Aug	192	\$2,448.98
24-Aug	191	\$2,436.22
25-Aug	190	\$2,423.47
24-Aug	189	\$2,410.71
25-Aug	188	\$2,397.96
26-Aug	187	\$2,385.20
27-Aug	186	\$2,372.45
28-Aug	185	\$2,359.69
31-Aug	184	\$2,346.94
30-Aug	183	\$2,334.18
31-Aug	182	\$2,321.43
1-Sep	181	\$2,308.67
2-Sep	180	\$2,295.92
3-Sep	179	\$2,283.16
4-Sep	178	\$2,270.41
7-Sep	177	\$2,257.65
8-Sep	176	\$2,244.90
9-Sep	175	\$2,232.14
10-Sep	174	\$2,219.39
11-Sep	173	\$2,206.63
14-Sep	172	\$2,193.88
15-Sep	171	\$2,181.12
16-Sep	170	\$2,168.37
17-Sep	169	\$2,155.61
18-Sep	168	\$2,142.86
21-Sep	167	\$2,130.10
22-Sep	166	\$2,117.35
23-Sep	165	\$2,104.59
24-Sep	164	\$2,091.84
25-Sep	163	\$2,079.08
28-Sep	162	\$2,066.33
29-Sep	161	\$2,053.57
30-Sep	160	\$2,040.82
1-Oct	159	\$2,028.06
<b>2-Oct</b>	158	<b>\$2,015.31</b>