

Support Staff Continuing Education Classified Staff Compensation Plan

MISSION STATEMENT

Provide a financial compensation plan that recognizes classified staff members for their contributions to the Dolores School District.

THIS PLAN:

- ✓ Is equitable, easily administered, and realistic;
- ✓ Provides for feedback from supervisors, along with annual evaluations based on clearly defined expectations and responsibilities;
- ✓ Reflects the Dolores School District's Core Values;
- ✓ Is supported by the administration, the Board of Education, and staff members;
- ✓ Supports the district goal to support staff development

Improvement / Enhancement of Job Skills and/or Performance

This plan provides an opportunity for classified support staff to acquire additional skills that will improve and/or enhance their performance on the job. Examples might be successful completion of classes, workshops, and inservices.

Improvements / Enhancements are voluntary, are agreed upon between an individual employee and his/her supervisor, and must adhere to implementation guidelines

The payment per plan is \$100, and will be limited to one plan per year.

GOAL

To encourage, support, and reward the professional growth of classified employees in acquiring additional skills to directly benefit their jobs.

QUALIFICATIONS

A classified employee who has completed the acquired probationary period in the district and received at least a satisfactory evaluation may participate.

PROCEDURAL REQUIREMENTS

1. The proposed plan must support district goals and be related to the employee's job description.
2. The classified employee and his/her supervisor must mutually agree upon the plan, its method of acquisition, evaluation, and the time frame for completion. The application must be signed before the proposed plan begins.
3. The proposed plan must be obtained on the individual's own time and at the individual's own expense.
4. A classified employee may be compensated for up to two plans in any one annual pay period.

EVIDENCE OF COMPLETION

1. The employee will demonstrate the skill based upon the agreement with the supervisor/superintendent and will be evaluated accordingly.
2. The supervisor will submit approval for additional compensation upon successful completion of the compensation plan. The classified staff member must submit a certificate of completion, grade report, or transcript upon completion of the plan in order to be paid.
3. Compensation for each compensation plan submitted will be a one-time, lump sum payment.

Adopted: December 2002

Revised: December 2005, September 2011

