

# PROFESSIONAL COMPENSATION SYSTEM

Recognizing and Rewarding Great Teachers

Holyoke Public  
Schools 2016-2019

## **COMPENSATION: SALARIES**

The vision of the HPS compensation system is to retain, attract and reward great teachers in the District.

### **PROFESSIONAL COMPENSATION SYSTEM**

Effective July 1, 2016, the Receiver/Superintendent will implement a new performance-based compensation system which will contain a career path and which will compensate employees based on individual effectiveness, professional growth, and student academic growth. This new system will replace the teachers' salary schedule.

A Pre-K to Grade 8 teacher will work a 7.5-hour student instructional day, unless stated otherwise in the school operational plan, for 180 student days; up to 90 hours per year for additional responsibilities (e.g. before/after school duties, meetings, etc.); and an additional 10 days for professional development. Schools may adopt a longer schedule through the school operational planning process.

A Grade 9-12 teacher will maintain the current student daily instructional schedule 6 hours and 37 minutes for 180 student days. In addition, teachers will be available 15 minutes before and after the student day, 3 hours per month for after-school meetings, and 1 hour per week for after-school office hours. These hours may be rolled into a lump amount of 160 hours per year to be scheduled by the principal, with input from staff. Grade 9-12 teachers will be required to participate in ten (10) professional development days per school year.

### **CAREER LADDER**

The Holyoke Public Schools compensation system includes a teacher career ladder containing five tiers—Novice, Developing, Career, Advanced, and Master—that compensates teachers commensurate with their development and impact on students. It is envisioned that student outcomes will improve by creating a professional compensation system that will attract new high-potential teachers and retain our best performers and leaders.

**Novice** teachers are typically first-year teachers entering teaching directly from college or who are new to the profession.

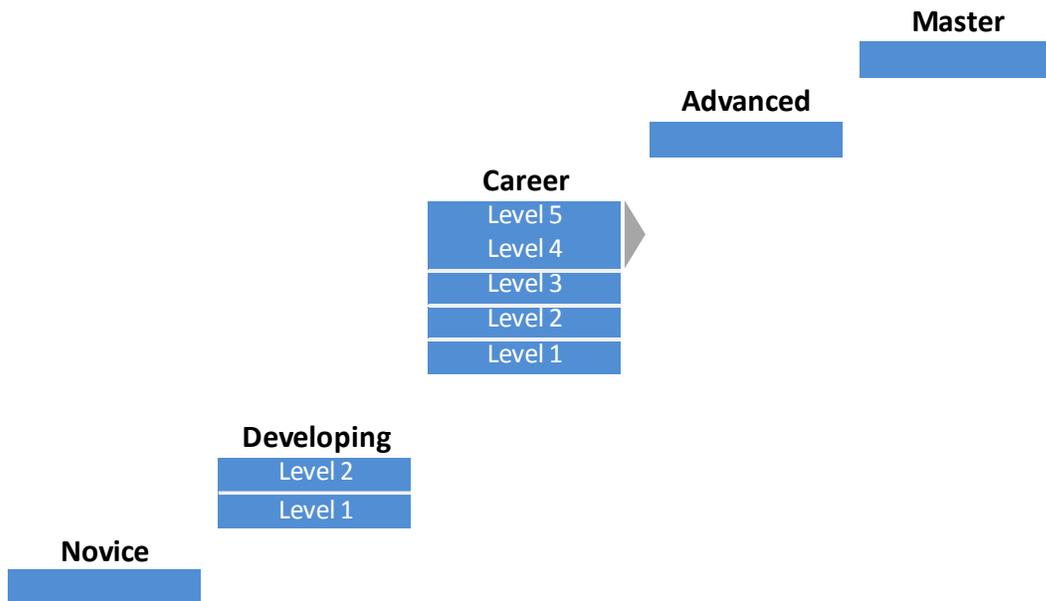
**Developing** teachers are early career educators, typically in their second or third year in the profession. There are two levels within the Developing tier.

**Career** teachers have been recognized as strong educators. Career teachers serve as role models to less-experienced educators, and proactively drive their own professional growth.

**Advanced** teachers are outstanding educators who serve as school-wide models of excellence. Advanced teachers typically have at least five years of experience and possess deep expertise in their craft.

**Master** teachers are exceptional educators who serve as district-wide models of excellence. Master teachers have at least five years of experience, possess deep expertise in their craft, and are capable of elevating the practice of teachers who are still developing their craft to those educators who are highly skilled and talented. Master teachers will assume additional roles and responsibilities to support the district's improvement.

## Career Ladder



## Transition to the Career Ladder

### Pre-K to Grade 8 Teachers

Effective July 1, 2016, all current teachers will be assigned to one of the tiers based on the teacher's salary step placement on the previous salary schedule as of June 30, 2016, without regard to the teacher's rating on the end-of-year evaluation, as follows:

<b>Current Step</b>	<b>Career Level Placement</b>	<b>2016-2017 Salary</b>
	Novice	\$46,000
1	Developing Level I	\$47,500
2	Developing Level II	\$49,000
3	Career Level I	\$54,000
4	Career Level I	\$54,000
5	Career Level I	\$54,000
6	Career Level II	\$58,000
7	Career Level II	\$58,000
8	Career Level III	\$62,000
9	Career Level IV	\$66,000
10	Career Level IV	\$66,000
11+	Career Level IV or V *	\$69,000+

\* Note: A Pre-K to Grade 8 teacher on step 11 or above may be assigned to Career Level IV, Career Level V, or Career Legacy based on his or her expected 2016-2017 compensation. A Career Legacy teacher is defined as a teacher whose base salary (including longevity) for the 2016-2017 school year exceeds \$69,000.

## Transition to the Career Ladder

### Grade 9-12 Teachers

Effective July 1, 2016, all current teachers will be assigned to one of the tiers based on the teacher's salary step placement on the previous salary schedule as of June 30, 2016, without regard to the teacher's rating on the end-of-year evaluation, as follows:

Current Step	Career Level Placement	2016-2017 Salary
	Novice	\$43,000
1	Developing Level I	\$44,500
2	Developing Level II	\$46,000
3	Career Level I	\$51,000
4	Career Level I	\$51,000
5	Career Level I	\$51,000
6	Career Level II	\$55,000
7	Career Level II	\$55,000
8	Career Level III	\$59,000
9	Career Level IV	\$63,000
10	Career Level IV	\$63,000
11+	Career Level IV or V *	\$66,000

\* Note: A Grade 9-12 teacher on step 11 or above may be assigned to Career Level IV, Career Level V, or Career Legacy based on his or her expected 2016-2017 compensation. A Career Legacy teacher is defined as a teacher whose base salary (including longevity) for the 2016-2017 school year exceeds \$66,000.

### Transition rules

If a Pre-K to Grade 8 teacher's placement on the career ladder for the 2016-2017 school year will increase his or her salary by more than \$5,000, the teacher will receive the first \$5,000 of the increase in FY17 and receive the remaining amount in FY18. If a Grade 9-12 teacher's placement on the career ladder for the 2016-2017 school year will increase his or her salary by more than \$4,000, the teacher will receive the first \$4,000 of the increase in FY17 and receive the remaining amount in FY18. Such teachers will remain at the same career level placement for both years and will be eligible to advance on the career ladder in FY19 based on his or her performance.

The minimum salary for any full-time teacher will be \$46,000 at Pre-K to Grade 8 level and \$43,000 at the Grade 9-12 level.

A Pre-K to Grade 8 Teacher whose 2016-2017 annual base salary exceeds \$69,000 or a Grade 9-12 teacher whose annual base salary exceeds \$66,000, will be identified as a Career Legacy teacher. For the 2016-2017 school year, a Career Legacy teacher's new annual base salary will be the sum of the following components: 1) 2016-2017 annual "step and lane" salary, 2) 2016-2017 longevity payment; and 3) an additional \$2,000 if he or she is a Pre-K to Grade 8 Teacher or an additional \$1,000 if he or she is a Grade 9-12 Teacher. For the 2017-2018 school year, Career Legacy Teachers will receive an additional \$1,000 added to their annual base salary. For the 2018-2019 school year, Career Legacy teachers will receive an additional \$1,000 added to their annual base salary. Career Legacy increases shall only be awarded to teachers receiving end-of-year overall evaluations of proficient or exemplary.

Beginning with the 2016-2017 school year, a teacher who is receiving longevity pay will have that amount rolled into his or her base salary. Such teacher will also receive a one-time lump sum payment for his or her 2015-2016 longevity pay.

Where the district commits to paying a teacher (through formal written notification from Human Resources) a certain salary in a given academic year pursuant to this professional compensation system and the teacher claims that he or she has not received the salary indicated by the district and the teacher's position/assignment/employment status has not changed, the teacher may file a grievance regarding the alleged failure and may pursue this limited claim to arbitration. No other provision of this Article shall be subject to arbitration.

The salary schedule will be reviewed and adjusted periodically to reflect market conditions. If the Receiver/Superintendent determines that it is necessary to adjust the base salaries, he or she will engage in the process outlined in the HPS Turnaround Plan.

### **Advancement on the Career Ladder**

A Novice teacher shall advance to Developing I and a Developing I teacher shall advance to Developing II annually provided that the teacher does not receive an end-of-year evaluation rating of "unsatisfactory."

A Developing II teacher shall advance to Career I and all Career level teachers shall advance a level annually provided that an end-of-year evaluation rating of "proficient" or "exemplary" is received, with "proficient" or better ratings on all four standards. A teacher with an overall end-of-year rating of "proficient" who has achieved less than "proficient" ratings on all four standards may still advance to the next level with the

recommendation of the building principal and the approval of the Receiver/Superintendent.

A teacher may advance on the salary scale more rapidly than described above with the recommendation of the school principal, subject to the approval of the Receiver/Superintendent. Any such advancement will be limited to two levels above what the compensation plan would otherwise provide, provided however that a teacher may not advance to Advanced or Master status without going through the review process that applies district wide.

A Novice, Developing, Career, and Advanced teachers shall not have his or her salary reduced based on the performance evaluation.

Based on past experience and performance, a newly-hired teacher may enter the Holyoke Public Schools above the Novice level based on a principal's recommendation and Receiver/Superintendent's approval.

If no end of the year formative or summative evaluation is completed for a teacher, the teacher will advance to the next level.

### **Evaluation Committee**

An Evaluation Committee consisting of two Holyoke Teachers Association members, two members from the Holyoke Public Schools and a mutually agreed upon third party will hear appeals from teachers who do not receive the requisite evaluation rating.

A teacher can appeal to the Evaluation Committee for a secondary review if he or she does not receive the requisite rating for career/salary advancement. The Committee will examine the appeal and within two weeks shall make a recommendation as to whether a secondary review is warranted. The Receiver or designee shall select the secondary evaluator for any case recommended for secondary review. If the secondary review results in the minimum (or better) rating required for advancement, the teacher shall immediately advance.

### **Advanced and Master Teachers**

The categories of Advanced and Master teachers will be established effective July 1, 2017. The roles, expectations, and selection criteria for these teachers will be developed by the District in consultation with the Holyoke Teachers Association Executive Board, Teacher Leader Cabinet and other teacher volunteers and principals across the district, but will be subject to the approval of the Receiver/Superintendent.

The annual base salary for an "Advanced" teacher will be \$76,000. Advanced teachers must possess an initial or professional license.

The annual base salary for a “Master” teacher will be \$85,000. Teachers selected for this position will receive a stipend based on their annual base salary in order to reach \$85,000. These stipend compensation amounts shall be included in base pay, or otherwise considered as part of the teacher’s annualized salary, for retirement purposes. Master teachers must possess an initial or professional license.

A teacher who has attained the status of Career II and above and received “proficient” or “exemplary” end-of-year ratings the previous year can apply to become an Advanced teacher through a cumulative career portfolio.

A teacher who has attained the status of Career III and above and received “exemplary” end-of-year ratings the previous year can apply to become a Master teacher through a cumulative career portfolio. The portfolio may include 1) student growth data over time; 2) endorsements from peers, parents, students, and administrators; 3) and evidence of effective instruction.

Eligible teachers shall be defined as teachers who: 1) have at least five (5) years of experience; 2) have progressed to Career Level III or above; 3) possess an initial or professional license; 4) have earned an annual performance evaluation rating of “proficient” or “exemplary” over the year; and 5) any other criteria established by the Receiver/Superintendent.

Advanced teachers will work an additional five (5) days per school year above the hours prescribed in a school’s operational plan. Master teachers will work an additional ten (10) days per school year above the hours prescribed in a school’s operational plan. Base compensation for Advanced and Master teachers reflect this additional time worked.

### **LONGEVITY PAYMENTS**

Effective July 1, 2016, longevity payments will no longer exist. An employee who has already earned longevity pay based on his or her length of service with the Holyoke Public Schools will have the longevity amount rolled into his or her base salary.

## **FOR SCHOOL PROPOSALS REQUESTING ADDITIONAL HOURS**

Beginning with the 2016-2017 school year, teachers working at a school with an extended schedule beyond the base Holyoke Public School year for Pre K-8 beyond 1515 hours shall receive stipends in the following amounts based on the hours worked:

1516-1550 - \$500

1551-1600 - \$1,000

1601-1650 - \$1,500

1651-1700 - \$2,000

1701 -1750 - \$2,500

1751-1850 - \$3,000

Total teacher hours during the normal school day for the year shall not exceed 1,850 hours, excluding functions outside the normal school day, such as parent meetings, after-school functions and other similar activities.

These stipend compensation amounts shall be included in base pay, or otherwise considered as part of the teacher's annualized salary, for retirement purposes.

For retirement and other computation purposes, the teacher per diem salary rate shall be based on a 190-day school year.

## **STIPENDS FOR LEADERSHIP AND OTHER ROLES**

The stipend rates in the contract for the 2016-2017 school year shall continue at the existing annual dollar amounts. Schools may have additional stipend roles not explicitly listed in the contract as well.

Commencing with the 2017-2018 school year, stipend roles and amounts for extra responsibilities—including extracurricular activities, summer programs, and leadership roles—shall be determined at the school level or, where appropriate, district level. School level roles and stipend levels shall be posted publicly and approved by the Receiver/Superintendent. District level roles may include the Teacher Leader Cabinet member, Technology Building Leads, Teacher Evaluation Committee member, Freshman Academy Leads, and the Acceleration Academy teacher. The Teacher Leader Cabinet member will receive a stipend of \$2,000. The Anne Cullen Prize for Teaching Excellence (Acceleration Academy) recipients will receive a stipend of \$2,200 and may be selected from within or outside the School District.

To the extent permitted by law, all payments and stipends for additional work or duties, including payments for expanded learning time, may be considered a part of the member's annual salary and shall be credited for retirement purposes. Annually, on a school-by-school basis, the parties will execute a Memorandum of Understanding memorializing the stipends, positions, duties and amounts for that particular school year. Such stipends, positions, duties, and amounts are hereby incorporated by reference into the collective bargaining agreement solely for retirement purposes. The Receiver/Superintendent retains all discretion to create, eliminate, or modify stipends, positions, duties, and amounts at any point. The School Committee makes no warranties as to whether the Retirement Board will include these amounts for purposes of retirement computations.

### **OTHER COMPENSATION**

If the school Principal determines that the payment of additional compensation (in the form of stipends or honoraria) to a bargaining unit member is necessary to better serve the needs of the students and the Receiver/Superintendent supports such action, the Receiver/Superintendent shall notify the Association and may authorize the additional payment following the notification. Circumstances that may make such compensation appropriate include, but are not limited to, rewarding teachers for: exceptional performance; assumption of additional duties; assignment to a hard-to-fill position; work in a particularly challenging assignment; and retaining teachers in the employment of the Holyoke Public Schools. The Receiver/Superintendent retains final discretion over the implementation of any additional compensation.

### **SEVERANCE BENEFIT**

An active teacher after completing twenty (20) years of continuous full-time service for the Holyoke School Department will, upon retirement, be paid a severance benefit of two thousand dollars (\$2,000) or thirteen hundred dollars (\$1,300) or seven hundred dollars (\$700), provided however, that in order to exercise the two thousand dollar (\$2,000) severance benefit, the teacher must have at least two hundred (200) days of accumulated sick leave due at the time of retirement, or provided however, that in order to exercise the thirteen hundred dollar (\$1,300) severance benefit, the teacher must have at least one hundred eighty (180) days of accumulated sick leave due at the time of retirement, or provided however, that in order to exercise the seven hundred dollar (\$700) severance benefit, the teacher must have at least one hundred thirty (130) days of accumulated sick leave due at the time of retirement. It is understood by the Parties that no teacher will, under the terms of this Paragraph, receive more than two thousand dollars (\$2,000), nor will any benefits be paid unless the terms of this Article are met in full.

An active teacher, after completing twenty-five (25) years of continuous full-time service for the Holyoke School Department will, upon retirement, be paid the following severance benefit:

200 days – \$2,500

180 days – \$1,800

130 days – \$1,200

It is expressly understood and made a condition of this severance benefit that the Parties agree that the amounts paid under this Article will not be considered regular earnings under Massachusetts General Law, Chapter 32 and therefore will not be subject to retirement deductions or any other provisions of said General Law Chapter 32.

The above payments will be made to a teacher's estate upon death in lieu of retirement, provided the required numbers of sick leave days are accumulated at the time of death.

#### **METHOD AND TIME OF PAYMENT**

Salaries of all personnel in the Unit shall be paid in equal installments, commencing at a time consistent with state law.

Unit personnel may elect to receive the balance of their monies by notifying payroll on or before May 1 of their intention.

The balance due shall be paid not later than the first day of July and separate checks for each pay period shall be issued.

The employer may require direct deposit of employee paychecks.

The employer may utilize and implement any reasonable method of employee timekeeping and payroll processing that it deems to be in the best interests of the district.