

NON-EDUCATOR MERIT-BASED BONUS PLAN

The Board will award one-time merit-based bonuses to eligible employees in December 2016 pursuant to North Carolina Session Law 2016-94, section 36.1A and in accordance with the plan outlined herein. To comply with law, the allocation of these one-time bonuses will not be across-the-board. The amount of bonus awarded will not be added to the employee's ongoing base salary and will not be considered compensation for retirement purposes.

A. ELIGIBILITY

To be eligible for a one-time merit-based bonus, an employee must meet the requirements established below.

1. Position Eligibility¹

To be eligible the employee must have been continuously employed² by the district, as follows:

- Beginning no later than January 1, 2016 and in effect through the date of the bonus payment. Approved leaves of absence will not make the employee ineligible for the bonus; and
- Working a minimum of twenty (20) hours per week during a regular weekly schedule.

A list of ineligible positions is attached hereto as Attachment 1.

2. Performance Expectations/Employees in Good Standing

To be eligible the employee must be in good standing, defined as follows:

- Must not have an evaluation in their personnel file for the 2015-2016 year containing a "below standard" rating;³ and
- Must not have any active disciplinary actions or any discipline, including a reprimand through suspension without pay, during the 2015-2016 or 2016 – 2017 year.

¹ According to North Carolina Session Law 2016-94, section 36.1A, educators (certified teachers and instructional support) are not eligible for this one-time Merit Bonus.

² "Employee" as defined herein does not include persons under a service agreement or other contract.

³ UCPS Performance Evaluation Instruments contain the following standards: Attendance; Knowledge of Job; Quality of Work; Appearance; Communication; Cooperation; Organizing/Planning; and Supervisory Ability.

B. AMOUNT OF BONUS

The superintendent shall ensure that the total amount of funds awarded do not exceed the amount of funds provided by the state for the purpose of providing merit-based bonuses. Bonuses shall be allocated as follows:

- Employees working thirty (30) hours per week⁴ who meet the performance requirements as indicated above will receive a bonus of \$390.00;
- Employees working between twenty (20) and thirty (30) hours per week⁵ who meet the performance requirements as indicated above will receive a bonus of \$290.00; and
- Employees working less than twenty (20) hours are ineligible to receive the bonus as noted above.

C. TIMELINE

- The Deputy Superintendent of Human Resources will compile a list of eligible employees as defined in A.2. above and submit to the Superintendent no later than Friday, December 2, 2016;
- The Superintendent will provide the list of eligible employees to the Chief Finance Officer;
- This plan will be submitted to the Division of School Business Services at NCDPI by the Chief Finance Officer no later than December 1, 2016; and
- The Chief Finance Officer is to prepare payment to be distributed in December.

D. PLAN SUNSET

This plan is effective for the 2016-17 school year only unless the board takes further action to continue it in effect.

Legal References: S.L. 2016-94, sec. 36.1A

⁴ The number of hours worked per week is based upon a regularly scheduled work week.

⁵ The number of hours worked per week is based upon a regularly scheduled work week.

Attachment 1

List of Ineligible Positions

- Cabinet Staff⁶
- Principals
- Assistant Principals
- Directors
- Assistant Directors
- Supervisors, Managers, Specialists, Coordinators, Attorneys and any others with management or supervisory authority
- Educators⁷

⁶ Cabinet Staff includes the Superintendent, Deputy Superintendent, Assistant Superintendent, Interim Assistant Superintendent, General Counsel, Chief Communications Officer and Chief Finance Officer.

⁷ According to North Carolina Session Law 2016-94, section 36.1A, educators (certified teachers and instructional support) are not eligible for this one-time Merit Bonus.

