



## 2015-16 Differentiated Pay Plan Submission Template

In June 2013, the State Board of Education passed a revised set of guidelines pursuant to T.C.A. § 49-3-306(h), which requires districts to create and implement differentiated pay plans. The intent of the differentiated pay plans is to give local control to districts in regard to salary schedule, and to create another lever for districts to attract and retain teachers based on a flexible set of potential criteria. A complete copy of the policy can be found [here](#). Districts began implementing the first round of differentiated pay plans in 2014-15.

### Structure of this Document

- The document includes two required sections where districts will describe their proposed **2015-16 differentiated pay plans** and **salary schedules**. Please input your 2015-16 plans into the required template. All districts are required to re-submit their differentiated pay plan even if no changes are being made. If you are making any changes from 2014-15, please highlight or track those changes.
- This year, the department will collect **evidence of implementation**, including information regarding the number of stipends or awards that were paid to teachers under the district's differentiated pay plan. District information on implementation will not be published on the website.
- Districts that choose to propose an **alternate salary schedule** for 2015-16 as their differentiated pay plan, or part of their plan, will need to complete a short addendum, found in Section III of this document.
- See the Differentiated Pay Resource Guide on the [website](#) for an optional section on **stakeholder engagement and eligibility** as well as a list of the common differentiated pay terms used throughout this document. While reporting on stakeholder engagement and eligibility is not required, it is considered best practice and could provide useful tools for districts looking to implement similar plans.

### Timeline

The department has created a flexible timeline for differentiated pay plan submission to better meet the various deadlines of each district's local school board and budget processes. The table below outlines this timeline:

General Differentiated Pay Plan Submission Timeline	
Prior to submission	Local school boards are informed of and/or approve differentiated pay plans that will be submitted to TDOE
March 2, 2015	TDOE begins accepting differentiated pay plan submissions
Ongoing	Districts submit differentiated pay plans to TDOE
Three weeks after date of submission	TDOE communicates approval decision to school districts
June 30, 2015	Deadline for differentiated pay plan submissions
Following TDOE approval notification but no later than the start of the 2015-16 school year	Local school boards approve final differentiated pay plans and any associated budget items

For those districts that are choosing to implement an alternative salary schedule for the first time as their differentiated pay plan (see page 5 for more detailed information on this option), the following timeline will be used in order to meet the necessary State Board of Education (SBE) deadlines.

<b>Alternative Salary Schedule Submission Timeline</b>	
Prior to submission	Local school boards are informed of the alternative salary schedule that will be submitted to TDOE
March 2, 2015	TDOE begins accepting differentiated pay plan submissions
Ongoing	Districts submit alternative salary schedules to TDOE
June 1, 2015	TDOE communicates approval decision of the alternative salary schedule to school districts
Prior to June 15, 2015	Local school boards approve the alternative salary schedule
June 15, 2015	TDOE submits alternative salary schedule documents to the SBE
July 24, 2015	SBE Meeting

**For districts with an EXISTING alternative salary schedule, please contact Sylvia Flowers ([Sylvia.Flowers@tn.gov](mailto:Sylvia.Flowers@tn.gov)) if you are considering making any changes to your salary schedule.**

All differentiated pay plans and salary schedules should be submitted to [Compensation.Questions@tn.gov](mailto:Compensation.Questions@tn.gov). The department also plans to post the final differentiated pay plans and salary schedules on its [website](#).

The department will continue to collect evidence of implementation, including information regarding the number of awards that were paid to teachers under the district's differentiated pay plan. The department WILL NOT post the implementation updates portion of this document to the website.

Contact the Educator Talent team at [Compensation.Questions@tn.gov](mailto:Compensation.Questions@tn.gov) if you have additional questions or need guidance on creating your differentiated pay plan or on the submission and approval processes.

**I. Description of Differentiated Elements (Required Section)\***

Directions: For each element of the district’s differentiated pay plan, use the table below to provide a description of how the district will differentiate pay. The plan must include **at least one** of the elements listed below in the left-hand column, **in addition to education and experience**. As a reminder, **education and experience do not qualify as a type of differentiated pay. They are collected in the table below for contextual information.**

Many plans may include a combination of several elements; therefore, please add rows or repeat differentiated elements as needed. For example, the plan may include two different types of additional instructional roles. Also, please feel free to delete from the table or leave blank any differentiated elements that will not be used in your plan. See the Supplemental documents tab on the [website](#) to view a sample table that contains an example of each type of differentiated element.

Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Estimated Salary Expenditures
	<p><i>Describe how the district will differentiate for this element.</i></p> <p><i>Include the criteria for receiving the award.</i></p>	<p><i>Will the compensation be given as a bonus or a base pay increase?</i></p> <p><i>How much will qualifying teachers receive?</i></p>	<p><i>Eligibility: How many teachers are eligible for this type of compensation?</i></p> <p><i>Forecasted participation: How many teachers do you estimate will receive the award?</i></p>	<p><i>How much does the district estimate it will pay out for this differentiated pay element?</i></p>	<p><i>What percentage of salary expenditures (excluding benefit costs) does this element cover?</i></p>
<p><b>Additional Instructional Roles or Responsibilities</b></p>	<p><i>The Lakeland School System will support ongoing, continuous professional development to staff by placing a Master Teacher at Lakeland Elementary School. The goal of the master teacher is to provide support in areas including teacher evaluations, curriculum, RTI, easyCBM, data chats, and the work of Professional Learning Communities.</i></p>	<p><i>Compensation for the additional role will be awarded as a bonus to base pay as determined by the teacher salary schedule for the district.</i></p> <p><i>The teacher that is selected and fulfills the required components of the role will receive a \$2000.00 bonus.</i></p>	<p><i>One teacher will be selected for this additional role.</i></p> <p><i>93 % of teachers at Lakeland Elementary School have a level 4 or 5 on the state evaluation model, and all teachers within that category will be eligible to apply for the Master Teacher position. Applicants will be screened based on the stated criteria in the job</i></p>	<p><i>The estimated pay out for this differentiated pay element is \$2000.00</i></p>	<p><i>This differentiated pay element will comprise less than 1% of district salary expenditures.</i></p>

	<p><i>Selection will be based on meeting the minimum qualifications and capacity to follow the Master Teacher Role Requirements as stated in the job posting/description (attached). The individual selected will be required to sign the Master Teacher Assurances Page and the Master Teacher Stipend Disbursement Guidelines (attached).</i></p>		<p><i>posting/description. One teacher will receive this bonus.</i></p>		
<p><b>Additional Instructional Roles and Responsibilities</b></p>	<p><i>The Lakeland School System will enhance teacher and student outcomes by identifying a Leadership Team at Lakeland Elementary School. The goal of the Leadership Team is to improve teaching performance, teacher effectiveness and student outcomes school-wide by providing leadership and teacher support.</i></p> <p><i>Selection will be based on meeting the stated minimum qualifications and capacity to follow the stated Leadership Team Role Requirements as stated in the job posting/description (attached). The individuals selected will be required to</i></p>	<p><i>Compensation will be awarded as a bonus to base pay as determined by the teacher salary schedule for the district.</i></p> <p><i>The teachers that are selected and fulfill the required components of the role will receive a \$1500.00 bonus.</i></p>	<p><i>Up to 5 teachers will be selected for the additional role.</i></p> <p><i>100% of the teachers at Lakeland Elementary School hold a valid Tennessee teaching license. Any level 4 or 5 educator is eligible to apply for the Leadership Team positions. Applicants will be screened based on the stated criteria in the job posting/description.</i></p>	<p><i>The estimated pay out for this differentiate pay element is \$7500.00</i></p>	<p><i>This differentiated pay element will comprise less than 1% of district salary expenditures.</i></p>

	<i>sign the Leadership Team Assurances Page and the Leadership Team Stipend Disbursement Guidelines (attached).</i>				
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**II. Implementation Update on 2014-15 (Required Section)\***

1. In reflecting on your differentiated pay plan, what challenges did you have in implementing the plan? What successes did you see from implementing the plan? The greatest challenge in implementing the plan was making a selection from the pool of qualified applicants. There were great successes that were gained from the implementation of the plan. One success was that selected applicants were able to take on leadership roles that permitted them an opportunity to grow as leaders in the building. In addition, teachers that needed additional support were given access to level 4 and 5 teachers through these additional leadership roles. Furthermore, these qualified teachers were an overall support to the administrators in the building. Overall, the greatest success was the positive environment that was created in the building, due to these teachers taking on leadership roles in the building.
2. Please fill in the table below in order to complete the remainder of the questions in this section. Include any notes that will help us in analyzing your table below. This table is a guideline of the minimum information we would like to collect on differentiated pay. If you have additional tables, graphs, or breakdowns, please feel free to append those to this document.

Differentiated Elements	Projected Expenditures from 2014-15 Pay Plan <sup>1</sup>	Actual Expenditures from 2014-15 SY	# of teachers who received payout	Amount of payouts for teachers
Hard-to-Staff (School, Subject, or Placement)	\$	\$		\$
Performance	\$	\$		\$
Additional Instructional Roles or Responsibilities	\$7000.00	\$7000.00	2	\$7000.00
<i>Education*</i>	\$	\$		\$
<i>Experience*</i>	\$	\$		\$
Other (please describe)	\$	\$		\$
<b>Total:</b>	\$7000.00	\$7000.00	2	\$7000.00

*\*Education and experience are not differentiated pay elements and do not count toward the mandated criteria.*

3. If your district had to make changes to the plan or did not utilize all of the roles or hard to staff bonuses, please outline what circumstances led to those decisions.

<sup>1</sup> As listed in the estimated cost column from your 2014-15 plan

4. What support would you like from the Tennessee Department of Education in implementing differentiated pay plans moving forward? Moving forward, Lakeland School System would like to see the success of these many and diverse plans across the state, to model within our district.

### **III. Alternative Salary Schedule (Optional Section) – For districts who will implement an alternative salary schedule in 2015-16 for the first time.**

An alternative salary schedule uses some other component, often performance criteria, in addition to or in place of education and experience to determine base pay and is subject to State Board of Education (SBE) approval. If you are unsure whether your plan qualifies as an alternative salary schedule or for additional resources for developing such a plan, contact [Compensation.Questions@tn.gov](mailto:Compensation.Questions@tn.gov) for more information. Please review the specific submission timeline for alternative salary schedules on page 2.

**Those districts proposing an alternative salary schedule for the first time as part of their differentiated pay plan for 2015-16 must complete this addendum to provide the department with the additional information needed to present the salary schedule to the SBE on behalf of the LEA.** For districts with existing salary schedules, please contact Sylvia Flowers ([Sylvia.Flowers@tn.gov](mailto:Sylvia.Flowers@tn.gov)) if you are considering making any changes to your salary schedule so that we can determine if the change will require approval from the State Board of Education.

#### **a. Salary Schedule**

Include both the proposed salary schedule and a description of the following:

- How will base pay changes be determined? **Base pay was originally determined by the Shelby County Schools system from which our system was established. While there are no lanes for advanced degrees, the single lane is more than the advanced lanes in many of our nearby systems. We plan to undergo a comprehensive analysis during the 2015-16 school year that would lead to a strategic compensation plan.**
- Will existing employees have an opt-out provision for the alternative salary schedule? If so, when will all employees transition to the alternative salary schedule? **Existing employees who were hired by Shelby County Schools prior to the 2013-14 school year will remain on the previous salary schedule. All other employees will continue to be placed on the alternative salary schedule.**
- How will the following groups be placed on the alternative salary schedule?:
  - Existing district employees **These employees will remain on either the previous salary schedule or the Shelby County Schools alternative salary schedule.**
  - Educators new to teaching with zero years of experience **These employees will be placed on Step 0 of the alternative salary schedule.**
  - Educators new to the district but with prior experience **These employees will receive credit for up to ten years of verifiable teaching experience.**

**b. Eligibility Criteria**

If not already included in Section II on the previous page, describe below or include in an attachment a copy of any eligibility rules for the alternative salary schedule. **All new employees will be eligible for the alternative salary schedule. Previous employees will remain on the schedule under which they were hired.**

**c. Feasibility Analysis**

Attach evidence using 2014-15 data (at a minimum) that the alternative salary schedule is financially feasible. Please reach out to [Compensation.Questions@tn.gov](mailto:Compensation.Questions@tn.gov) for additional information or support in meeting this requirement. **This salary schedule is feasible as it was the basis for teacher salaries in the 2015-16 school year.**

**d. Stakeholder Engagement**

Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan. **We worked with teacher leaders in our building to evaluate the most effective ways to compensate aspiring leaders while supporting new and struggling teachers. After consultation with building level leaders and our instructional specialist, this differentiated pay plan was recommended.**