

COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT MERIT PAY APPROVAL PROCESS

MERIT PAY may be earned by certified teachers or ancillary staff per school code 380.1250. Merit pay would be a maximum of **\$200 per qualified staff member per year**. Only staff members having their last evaluation rating as Effective or Highly Effective will be considered for Merit pay.

APPROVAL PROCESS:

1. The staff member must show proof of any of the qualifying events as well as documentation that the work was done outside of the normal work hours.
2. Staff members must submit merit reimbursement forms to their Supervisor.

APPROVED ACTIVITIES:

All merit requests must be for the current school year and must be submitted prior to the last day school is in session. Merit pay may be earned by one of the five items listed below:

1. Presentations to the ISD or LEAs that promote or educate staff, students or families that benefit the staff's department. This would only qualify if there was extensive work done outside of normal hours.
2. Recruitment activities that were done outside of work and were advantageous to the department.
3. Training done for staff or local schools that involved time outside of the normal work day.
4. Additional services provided beyond the scope of your job description that directly benefitted students or families that we serve.
5. If you have a project that you feel warrants merit pay, you may submit your idea for approval by the Superintendent and Director PRIOR to approval.

PAYMENTS

Payment for merit awards will be processed through payroll after successful submission, approval and completion of project.

**COPPER COUNTRY INTERMEDIATE SCHOOL DISTRICT
MERIT PAY REQUEST FORM**

EMPLOYEE NAME: _____ **DATE:** _____

DEPARTMENT: _____ **POSITION:** _____

APPROVED MERIT PAY ACTIVITIES: *(Please circle which element to be completed)*

1. Presentations to the ISD or LEAs that promote or educate staff, students or families that benefit the staff's department. This would only qualify if there was extensive work done outside of normal hours.
2. Recruitment activities that were done outside of work and were advantageous to the department.
3. Training done for staff or local schools that involved time outside of the normal work day.
4. Additional services provided beyond the scope of your job description that directly benefitted students or families that we serve.
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DESCRIPTION OF PROPOSED ACTIVITY TO BE COMPLETED:

PRIOR APPROVAL:

Qualifies for Merit Pay

- Activity is valid and documentation was provided
- Staff's last evaluation was either Effective for Highly Effective

Does not qualify for Merit Pay

- Reason: _____

Supervisor Signature

Date

DESCRIPTION OF ACTIVITY AND DOCUMENTATION:

Please describe the activity you completed and document the time spent outside of work hours.

Employee Signature

Date

Supervisor Signature

Date