




Policy Title	Salary and Performance Management for Teachers
Effective Date	February 21, 2022
Supersedes	Policy dated August 1, 2015
Approval	 State Personnel Director
References	IC 4-15-2.2-27 IC 4-15-2.2-36 31 IAC 5-4 31 IAC 5-5 31 IAC 5-2-4 (c) FMC 2.5—January 1, 2022 ISBVI, ISD, and IDOC Teacher and Evaluator Guide www.in.gov/doe/educators/educator-evaluations/

PURPOSE

To establish the procedure for calculating salaries and non-base-building bonuses for employees in the Institutional Teacher, Substitute Teacher, Teacher of the Deaf, and Teacher of the Blind and Visually Impaired classifications.

SCOPE

This policy applies to all executive branch employees appointed to the above-listed classifications and covered by the state's teacher evaluation system.

POLICY STATEMENT

It is the policy of the State of Indiana that those employees in the above-listed classifications at the Indiana School for the Blind and Visually Impaired (ISBVI), the Indiana School for the Deaf (ISD), and juvenile facilities under the Indiana Department of Correction (IDOC) shall be evaluated and compensated in accordance with the state's approved teacher evaluation and compensation system.

DEFINITIONS

Annual Performance Evaluation Plan: A plan including the following components:

- Performance evaluations for all Teachers, conducted at least annually.
- Objective measures of student achievement and growth. The objective measures must include:

- Student assessment results from statewide assessments for Teachers whose responsibilities include instruction in subjects measured in statewide assessments (and deemed appropriate by individual student's Individual Education Plans—IEP).
- Methods for assessing student growth for Teachers who do not teach in areas measured by statewide assessments.
- Student assessment results from locally developed assessments and other test measures for Teachers whose responsibilities may or may not include instruction in subjects and areas measured by statewide assessments.
- Rigorous measures of effectiveness, including observations and other performance indicators.
- An annual designation of each Teacher in one (1) of the following rating categories:
 - Highly effective.
 - Effective.
 - Improvement necessary.
 - Ineffective.
- An explanation of the evaluator's recommendations for improvement, and the time in which improvement is expected.
- A provision that a Teacher who negatively affects student achievement and growth cannot receive a rating of highly effective or effective.
- The evaluator shall discuss the evaluation with the Teacher.

The annual performance evaluation plan for Teachers is based on an adapted version of the RISE system, which may be referenced at www.in.gov/doi/educators/educator-evaluations/.

Level of Educational Attainment: The degree conferred which supports a particular salary amount on the applicable State Institution's salary schedule for Substitute Teachers.

Long-Term Assignment: A substitute teaching assignment lasting at least ten consecutive days and for the same Teacher.

Qualifying Years of Service: The number of years employed in position(s) requiring a Teacher License which supports a particular salary amount on the applicable State Institution's salary schedule. For purposes of this calculation, one qualifying year of service is awarded for 120 days or more spent performing duties that require a Teacher License in a single academic year.

State Institutions: State Institutions, for purposes of this policy, are ISBVI, ISD, and juvenile facilities under IDOC which employ Teachers as defined in this policy.

Substitute Teacher: An intermittent position that is utilized by State Institutions on an as-needed basis. Individuals appointed to the Substitute Teacher classification must possess a valid Indiana Substitute Teacher's permit issued by the Indiana Department of Education.

Teacher: An employee in the executive branch of state government who is appointed to the classification of Institutional Teacher, Teacher of the Deaf, or Teacher of the Blind and Visually Impaired.

Teacher License: The document signifying the individual has met the requirements and been awarded a license by the appropriate entity for qualification to teach students in the jurisdiction for which the license was granted. If specific licensure or endorsement is required for the position to which the individual is appointed in a State Institution, then the specific teacher license or endorsement must be obtained and maintained.

RESPONSIBILITIES

Teachers are responsible for:

- Providing documentation supporting Qualifying Years of Service in a timely manner related to

- establishing a starting salary upon hire;
- Participating in all phases of the Annual Performance Evaluation Plan process on which non-base building bonuses are based;
- Signing documentation necessary to implement wage payment agreements under IC 20-21-4-4 (ISBVI) or IC 20-22-4-4 (ISD); and
- Submitting documentation related to renewal/expiration, modification, suspension, or removal of any licenses, endorsements, or certifications required to perform assigned duties.

Substitute Teachers are responsible for:

- Providing documentation supporting Level of Educational Attainment in a timely manner related to establishing daily pay upon hire; and
- Submitting documentation related to renewal/expiration, modification, suspension, or removal of any licenses, endorsements, or certifications required to perform assigned duties.

Supervisors are responsible for:

- Participating in all phases of the Annual Performance Evaluation Plan process.

ISD and ISBVI School Superintendents and IDOC's Director of Education are responsible for:

- Verifying the credentials of all Teachers, Substitute Teachers, and administrators are valid, current, and consistent with those required to perform the duties assigned;
- Verifying the documentation of Qualifying Years of Service submitted by newly hired Teachers;
- Verifying the documentation of Level of Educational Attainment submitted by Substitute Teachers;
- Submitting the salary calculations for each newly hired Teacher through the Indiana State Personnel Department's (INSPD) process for requesting above minimum salaries;
- Annually submitting a list of proposed stipends for the upcoming academic year to INSPD no later than July 15;
- Submitting to INSPD the distribution of overall annual performance ratings for the applicable State Institution; and
- Reviewing the applicable State Institution's salary schedules for Teachers and Substitute Teachers every biennium and submitting any proposed changes to INSPD and the Indiana State Budget Agency (ISBA) for approval.

INSPD is responsible for:

- Reviewing and approving the following:
 - Proposed salary schedules for Teachers;
 - Proposed salary schedules for Substitute Teachers; and
 - Stipend requests.
- Providing guidance regarding the interpretation of this policy.

ISBA is responsible for:

- Reviewing and approving the following:
 - Proposed salary schedules for Teachers;
 - Proposed salary schedules for Substitute Teachers; and
 - Stipend requests.

PROCEDURES

TEACHER STARTING SALARIES

The salary for a newly hired Teacher shall be determined using the applicable State Institution's salary schedule in effect for the academic year the new hire begins teaching. The specific salary for each new-hire will be determined by locating on the salary schedule the dollar amount where the Qualifying Years of Service intersect for which the new-hire has submitted supporting documentation. That biweekly rate will be paid on established paydays for each pay period unless and until the Teacher (1) terminates

employment, (2) transfers/promotes/demotes into a classification other than Teacher, (3) is out-of-pay status due to an absence, or (4) earns a salary increase.

SUBSTITUTE SALARIES

Substitute Teachers shall only be compensated for time worked and at a daily rate based upon their Level of Educational Attainment set in accordance with 31 IAC 5-5-1 as part of the state's pay plan. The specific daily rate for a Substitute Teacher shall be determined by locating on the approved Substitute Teacher salary schedule the dollar amount where the Level of Educational Attainment intersects for which the Substitute Teacher has submitted supporting documentation.

Substitute Teachers assigned to work a Long-Term Assignment shall be paid based on the salary schedule in effect at the institution at that time for a Teacher of corresponding Qualifying Years of Service. Upon conclusion of the Long-Term Assignment, the Substitute Teacher will be returned to their regular assigned daily rate of pay. A Substitute Teacher who takes more than three consecutive days of leave during their Long-Term Assignment shall be returned to their regular assigned daily rate of pay for the following ten consecutive days of their Long-Term Assignment. An exception to this rate of pay requirement shall be made for those Substitute Teachers who are on leave for more than three consecutive days due to military service.

SALARY INCREASES for TEACHERS

Eligibility:

Salary increases and non-base building bonuses may be granted to Teachers occupying permanent full-time positions, based on a combination of the following factors:

- An annual incremental increase following the completion of another year of teaching experience (meaning at least 120 working days) in accordance with the applicable State Institution's approved salary schedule;
- The results of an evaluation conducted under the institution's Annual Performance Evaluation Plan, including the Teacher and Evaluator Guide;
- The assignment of instructional leadership roles, including the responsibility for conducting evaluations under ISBVI, ISD, and IDOC Teacher and Evaluator Guide;
- The academic needs of students in the State Institution; and
- The state's financial condition and policies.

A Teacher is ineligible for a performance-based non-base building bonus if they:

- Received a performance evaluation rating of Needs Improvement or Ineffective during the prior school year; or
- Failed to complete a full year of service (120 working days).

Substitute Teachers are not eligible for salary increases, unless and until the Substitute Teacher salary schedule is revised, nor are they subject to the provisions of the state's policies on performance management.

Effective Dates:

- IDOC

Teachers working for IDOC will be evaluated on their performance on a fiscal year (July 1 through June 30) basis for a determination whether a non-base building bonus is warranted. Salary changes, including annual incremental increases, will be effective the first full pay period in July; however, Teachers on leaves of absences at that time shall be treated in accordance with applicable provisions of the state's standardized policy on performance management.

- ISD and ISBVI

Teachers employed at ISD or ISBVI will be evaluated on their performance during the academic year (including any instructional related assignments during the summer break between the end of one academic year and the beginning of the next) for a determination whether a non-base building bonus is warranted. Salary changes, including annual incremental increases, will be effective the first full pay period of the next academic year beginning after the evaluation period if the Teacher is employed for that next academic year. However, Teachers on leaves of absence at that time shall be treated in accordance with applicable provisions of the state's standardized policy on performance management.

STIPENDS

Stipends may be paid for specified duties related to administrative or instructional leadership, coaching, or mentoring in sports, clubs, or other school-related activities. Stipends are available only for the period during which the Teacher is actively performing the function for which the stipend has been approved and do not become part of the Teacher's base salary. INSPD will maintain the list of approved stipends.

A list of stipends must be submitted to INSPD's Compensation Division annually, and no later than July 15 for approval by INSPD and ISBA and implementation in the upcoming academic year. The stipend recommendations must include the following information:

- A description of each function for which a stipend is sought;
- The amount of each stipend assigned to each function; and
- The name of the Teacher or individual (if available) who will be performing each function during the upcoming academic year.

FORMS

- IDOC Approved Salary Schedule
- ISBVI and ISD Approved Salary Schedule
- Substitute Teacher Approved Salary Schedule

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