

 TENNESSEE DEPARTMENT OF
EDUCATION
FIRST TO THE TOP
2014-15 Differentiated Pay Plan Submission Template

In June 2013, the State Board of Education passed a revised set of guidelines pursuant to Tenn. Code Ann. §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](#).

Structure of this Document

The document includes two required sections where districts will describe their proposed 2014-15 differentiated pay plans and salary schedules. An optional section is also included on stakeholder engagement and eligibility. Finally, districts that choose to propose an [alternative salary schedule](#) as their differentiated pay plan, or part of their plan, will need to complete a short [addendum](#). A list of the common differentiated pay terms used throughout this document can be found in [Appendix A](#).

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
Jan. 2, 2014	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
Following TDOE approval notification but no later than June 30, 2014	Local school boards approve final differentiated pay plans and any associated budget items

For those districts that choose to implement an alternative salary schedule 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.

Alternative Salary Schedule Submission Timeline	
Prior to submission	Local school boards are informed of the alternative salary schedule that will be submitted to TDOE
Jan. 2, 2014	TDOE begins accepting differentiated pay plan submissions
Jan. 31, 2014	Districts submit alternative salary schedules to TDOE
By Feb. 21, 2014	TDOE communicates approval decision of the alternative salary schedule to school districts
By March 8, 2014	Local school boards approve the alternative salary schedule
March 8, 2014	TDOE submits alternative salary schedule documents to the SBE
April 18, 2014	SBE Meeting

All differentiated pay plans and alternative salary schedules should be submitted to Laura.Encalade@tn.gov. The department also plans to post the final differentiated pay plans on its website.

Note that while the differentiated pay plan must be implemented in the 2014-15 school year, the first payouts from those plans could occur, particularly for those plans which include performance related criteria, at the completion of the 2014-15 school year when all relevant student achievement data is available. Following the 2014-15 school year, the department will collect evidence of implementation, including information regarding the number of awards that were paid out.

Contact Laura Encalade at Laura.Encalade@tn.gov or (615) 253-2119 for additional questions or 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.

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.

Appendix B of this document contains an example of each type of differentiated element. Please review that example prior to completing the table below.

Differentiated Element	Description	Compensation Type and Size	Reach	Estimated Cost	Estimated Salary Expenditures
	<i>Describe how the district will differentiate for this element.</i> <i>Include the criteria for receiving the award.</i>	<i>Will the compensation be given as a bonus or a base pay increase?</i> <i>How much will qualifying teachers receive?</i>	<i>Eligibility: How many teachers are eligible for this type of compensation?</i> <i>Forecasted participation: How many teachers do you estimate will receive the award?</i>	<i>How much does the district estimate it will pay out for this differentiated pay element?</i>	<i>What percentage of salary expenditures (excluding benefit costs) does this element cover?</i>
Hard-to-Staff (School, Subject, or Placement)	<i>The district will offer a supplement in the hard to staff or high need areas of technology coordinator, academic coaches and other positions as identified by an annual review of the system. The supplements will be paid as funds are available.</i>	<i>The compensation will be given as a supplement, paid as part of the monthly salary, up to \$1,000.00.</i>	<i>This supplement will be available to qualifying staff members in the district.</i> <i>Anticipation of three staff members qualifying for the supplement.</i>	<i>The district will pay up to \$3,000.00 as funds are available</i>	<i>0.10%</i>
Performance	N/A	N/A	N/A	N/A	N/A
Additional Instructional Roles or	<i>The district will offer hourly or monthly bonus pay for the following additional roles</i>	<i>The compensation will be given as a bonus.</i> <i>The hourly rate will be</i>	<i>The number of eligible staff will fluctuate based on the numbers of first year</i>	<i>The district will pay up to \$20,000.00 as</i>	<i>0.05%</i>

Responsibilities	<i>and/or responsibilities: mentoring first year teachers, supervising an intern, lead teachers with "train the trainer" expertise, STEM leader for the system, academic presentations, extended learning programs</i>	<i>\$20.00 and the monthly rate will be \$100.00 for a maximum of \$1000.00 per year.</i>	<i>teachers, interns, need for train the trainer type activities and approval of academic presentations by administrators. The STEM leader position would be filled by one staff member each year. Approximately, 20 staff members could be eligible for this bonus pay.</i>	<i>positions are needed.</i>	
Education	<i>The district will include Bachelor's, Master's, Educational Specialists and Doctoral degrees for eligible base pay compensation as shown in the attached 2014 – 2015 salary schedule.</i>	<i>The compensation will be base pay and qualifying teachers will receive the amount specified by degree level. The amount listed on the salary schedule submitted.</i>	<i>All teachers will be eligible for this compensation based on the specified degree criteria.</i>	<i>No additional cost</i>	<i>N/A</i>
Experience	<i>The district will continue to provide step increases for each year of experience. The attached salary schedule contains the proposed amounts.</i>	<i>Each teacher will earn a yearly step increase for years of experience. The increases are organized using "bands" of percentage increases over time.</i>	<i>All teachers are eligible.</i>	<i>No additional cost</i>	
Other	<i>The district will offer a bonus for National Board Certification.</i>	<i>The compensation will be a bonus of up to \$1,000.00 as funds are available.</i>	<i>Currently, we have one staff member eligible. Any teacher who achieves this level of certification will be eligible.</i>	<i>The district will pay out at least \$1,000.00 and up to \$5,000.00.</i>	<i>0.15%</i>

II. Salary Schedule (Required Section)

1. Please include below or attach a copy of the district's proposed 2014-15 salary schedule.

****Attached salary schedule is based on the 2013-2014 salary scale, 2014 - 2015 may have a COLA increase.**

III. Eligibility and Stakeholder Engagement (Optional Section)

1. Provide a list of eligibility rules (i.e., attendance requirements, retirement or transfer policies, etc.) for the differentiated pay plan elements or additional roles/responsibilities outlined in the plan.

Explanations are included as part of the overall pay plan table.

2. Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan.

A committee was selected by the Director of Schools which included staff members from all schools, and across grade levels and departments.

Administrative participants included the Director of Schools, the system's accountant, two supervisors and a principal representative.

There were three committee meetings. The initial meeting provided an overview of state "request"/requirements to include a historical summary of differentiated pay, information regarding our current salary schedule and discussion about the various options to consider as part of a new plan.

Committee members took information back to their respective schools to gather input from their colleagues prior to a follow-up meeting. The committee reconvened, discussed staff questions, concerns and suggestions. Based on this input, a subsequent meeting was scheduled with the plan to bring salary schedule examples based on suggestions as well as "categories" for additional pay or differentiation. This final meeting included a presentation of this information, discussion and suggestions for changes and a consensus decision about the final salary schedule to be adopted for next year.

Actual

2013-2014

Base Salary (Bachelor's Degree and Zero Years of Experience) **\$30,420.00**

Years of Experience	0	1-5	6-10	11-15
BS Degree	\$30,420.00	30,420.00	30,420.00	30,420.00
		570.00	3,190.00	6,585.00
	\$	30,990.00	\$ 33,610.00	\$ 37,005.00
Advanced Degree	NA	30,420.00	30,420.00	30,420.00
		3,415.00	7,030.00	10,890.00
	\$	33,835.00	\$ 37,450.00	\$ 41,310.00

CCS BS Degree Schedule

2014 - 2015

Base Salary \$ 30,420.00

STEP	BS Degree State Minimum	BS Degree CCS Local Contribution	BS Degree CCS Total	BS Degree CCS Experience \$ Increase	Note (1) BS Degree CCS % Increase
0	30,420.00	5,595.00	36,015.00		
1	30,990.00	5,382.71	36,372.71	357.71	0.99% BAND 0
2	30,990.00	5,740.42	36,730.42	357.71	0.98%
3	30,990.00	6,098.13	37,088.13	357.71	0.97%
4	30,990.00	6,455.84	37,445.84	357.71	0.96%
5	30,990.00	6,841.06	37,831.06	385.23	1.03% BAND 1
6	33,610.00	4,606.29	38,216.29	385.23	1.02%
7	33,610.00	4,991.51	38,601.51	385.23	1.01%
8	33,610.00	5,376.74	38,986.74	385.23	1.00%
9	33,610.00	5,816.99	39,426.99	440.26	1.13% BAND 2
10	33,610.00	6,257.25	39,867.25	440.26	1.12%
11	37,005.00	3,302.51	40,307.51	440.26	1.10%
12	37,005.00	3,742.76	40,747.76	440.26	1.09%
13	37,005.00	4,265.57	41,270.57	522.81	1.28% BAND 3
14	37,005.00	4,788.38	41,793.38	522.81	1.27%
15	37,005.00	5,311.18	42,316.18	522.81	1.25%
16	37,005.00	5,833.99	42,838.99	522.81	1.24%
17	37,005.00	6,466.86	43,471.86	632.87	1.48% BAND 4
18	37,005.00	7,099.73	44,104.73	632.87	1.46%
19	37,005.00	7,732.59	44,737.59	632.87	1.43%
20	37,005.00	8,365.46	45,370.46	632.87	1.41%
21	37,005.00	9,080.88	46,085.88	715.42	1.58% BAND 5
22	37,005.00	9,796.30	46,801.30	715.42	1.55%
23	37,005.00	10,511.72	47,516.72	715.42	1.53%
24	37,005.00	11,227.14	48,232.14	715.42	1.51%
25	37,005.00	12,025.10	49,030.10	797.97	1.65% BAND 6
26	37,005.00	12,823.07	49,828.07	797.97	1.63%
27	37,005.00	13,621.03	50,626.03	797.97	1.60%
28	37,005.00	14,419.00	51,424.00	797.97	1.58%

CCS MS Degree Schedule

2014 – 2015

Base Salary \$ 30,420.00

STEP	BS Degree State Minimum	BS Degree CCS Local Contribution	MS Degree CCS Total	BS Degree CCS Experience \$ Increase	Note (1) BS Degree CCS % Increase
0	30,420.00	8,719.00	39,139.00		
1	33,835.00	5,689.66	39,524.66	385.66	0.99% BAND 0
2	33,835.00	6,075.32	39,910.32	385.66	0.98%
3	33,835.00	6,460.98	40,295.98	385.66	0.97%
4	33,835.00	6,846.64	40,681.64	385.66	0.96%
5	33,835.00	7,261.96	41,096.96	415.33	1.02% BAND 1
6	37,450.00	4,062.29	41,512.29	415.33	1.01%
7	37,450.00	4,477.61	41,927.61	415.33	1.00%
8	37,450.00	4,892.94	42,342.94	415.33	0.99%
9	37,450.00	5,367.59	42,817.59	474.66	1.12% BAND 2
10	37,450.00	5,842.25	43,292.25	474.66	1.11%
11	41,310.00	2,456.91	43,766.91	474.66	1.10%
12	41,310.00	2,931.56	44,241.56	474.66	1.08%
13	41,310.00	3,495.22	44,805.22	563.66	1.27% BAND 3
14	41,310.00	4,058.87	45,368.88	563.66	1.26%
15	41,310.00	4,622.53	45,932.53	563.66	1.24%
16	41,310.00	5,186.19	46,496.19	563.66	1.23%
17	41,310.00	5,868.51	47,178.51	682.32	1.47% BAND 4
18	41,310.00	6,550.82	47,860.83	682.32	1.45%
19	41,310.00	7,233.14	48,543.14	682.32	1.43%
20	41,310.00	7,915.46	49,225.46	682.32	1.41%
21	41,310.00	8,686.78	49,996.78	771.32	1.57% BAND 5
22	41,310.00	9,458.10	50,768.10	771.32	1.54%
23	41,310.00	10,229.42	51,539.42	771.32	1.52%
24	41,310.00	11,000.74	52,310.74	771.32	1.50%
25	41,310.00	11,861.05	53,171.05	860.32	1.64% BAND 6
26	41,310.00	12,721.37	54,031.37	860.32	1.62%
27	41,310.00	13,581.68	54,891.68	860.32	1.59%
28	41,310.00	14,442.00	55,752.00	860.32	1.57%

CCS EdS Degree Schedule 2014 – 2015

Base Salary \$ 30,420.00

STEP	BS Degree State Minimum	BS Degree CCS Local Contribution	EdS Degree CCS Total	BS Degree CCS Experience \$ Increase	Note (1) BS Degree CCS % Increase
0	30,420.00	11,544.00	41,964.00		
1	33,835.00	8,533.60	42,368.60	404.60	0.96% BAND 0
2	33,835.00	8,938.20	42,773.20	404.60	0.95%
3	33,835.00	9,342.81	43,177.81	404.60	0.95%
4	33,835.00	9,747.41	43,582.41	404.60	0.94%
5	33,835.00	10,183.13	44,018.13	435.73	1.00% BAND 1
6	37,450.00	7,003.86	44,453.86	435.73	0.99%
7	37,450.00	7,439.58	44,889.58	435.73	0.98%
8	37,450.00	7,875.31	45,325.31	435.73	0.97%
9	37,450.00	8,373.28	45,823.28	497.97	1.10% BAND 2
10	37,450.00	8,871.25	46,321.25	497.97	1.09%
11	41,310.00	5,509.22	46,819.22	497.97	1.08%
12	41,310.00	6,007.19	47,317.19	497.97	1.06%
13	41,310.00	6,598.53	47,908.53	591.34	1.25% BAND 3
14	41,310.00	7,189.88	48,499.88	591.34	1.23%
15	41,310.00	7,781.22	49,091.22	591.34	1.22%
16	41,310.00	8,372.56	49,682.56	591.34	1.20%
17	41,310.00	9,088.39	50,398.39	715.83	1.44% BAND 4
18	41,310.00	9,804.23	51,114.23	715.83	1.42%
19	41,310.00	10,520.06	51,830.06	715.83	1.40%
20	41,310.00	11,235.89	52,545.89	715.83	1.38%
21	41,310.00	12,045.10	53,355.10	809.20	1.54% BAND 5
22	41,310.00	12,854.30	54,164.30	809.20	1.52%
23	41,310.00	13,663.50	54,973.50	809.20	1.49%
24	41,310.00	14,472.71	55,782.71	809.20	1.47%
25	41,310.00	15,375.28	56,685.28	902.57	1.62% BAND 6
26	41,310.00	16,277.85	57,587.85	902.57	1.59%
27	41,310.00	17,180.43	58,490.43	902.57	1.57%
28	41,310.00	18,083.00	59,393.00	902.57	1.54%

CCS EdD/PhD Degree Schedule

2014 – 2015

Base Salary \$ 30,420.00

STEP	BS Degree State Minimum	BS Degree CCS Local Contribution	EdD/PhD Degree CCS Total	BS Degree CCS Experience \$ Increase	Note (1) BS Degree CCS % Increase
0	30,420.00	14,012.00	44,432.00		
1	33,835.00	11,077.21	44,912.21	480.21	1.08% BAND 0
2	33,835.00	11,557.42	45,392.42	480.21	1.07%
3	33,835.00	12,037.63	45,872.63	480.21	1.06%
4	33,835.00	12,517.84	46,352.84	480.21	1.05%
5	33,835.00	13,034.99	46,869.99	517.15	1.12% BAND 1
6	37,450.00	9,937.14	47,387.14	517.15	1.10%
7	37,450.00	10,454.29	47,904.29	517.15	1.09%
8	37,450.00	10,971.44	48,421.44	517.15	1.08%
9	37,450.00	11,562.47	49,012.47	591.03	1.22% BAND 2
10	37,450.00	12,153.50	49,603.50	591.03	1.21%
11	41,310.00	8,884.53	50,194.53	591.03	1.19%
12	41,310.00	9,475.56	50,785.56	591.03	1.18%
13	41,310.00	10,177.40	51,487.40	701.85	1.38% BAND 3
14	41,310.00	10,879.25	52,189.25	701.85	1.36%
15	41,310.00	11,581.10	52,891.10	701.85	1.34%
16	41,310.00	12,282.94	53,592.94	701.85	1.33%
17	41,310.00	13,132.55	54,442.55	849.60	1.59% BAND 4
18	41,310.00	13,982.15	55,292.15	849.60	1.56%
19	41,310.00	14,831.75	56,141.75	849.60	1.54%
20	41,310.00	15,681.36	56,991.36	849.60	1.51%
21	41,310.00	16,641.78	57,951.78	960.42	1.69% BAND 5
22	41,310.00	17,602.20	58,912.20	960.42	1.66%
23	41,310.00	18,562.62	59,872.62	960.42	1.63%
24	41,310.00	19,523.04	60,833.04	960.42	1.60%
25	41,310.00	20,594.28	61,904.28	1,071.24	1.76% BAND 6
26	41,310.00	21,665.52	62,975.52	1,071.24	1.73%
27	41,310.00	22,736.76	64,046.76	1,071.24	1.70%
28	41,310.00	23,808.00	65,118.00	1,071.24	1.67%

IV. Alternative Salary Schedule (Optional Section)

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 Laura Encalade at Laura.Encalade@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 as part of their differentiated pay plan, 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. Those districts which already have SBE approved alternative salary schedules need only to submit a current copy of that plan.

a. Salary Schedule

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

- How will base pay changes be determined?
- 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?
- How will the following groups be placed on the alternative salary schedule?:
 - Existing district employees
 - Educators new to teaching with zero years of experience
 - Educators new to the district but with prior experience

b. Eligibility Criteria

If not already included in Section IV on the previous page, describe below or include in an attachment a copy of any eligibility rules for the alternative salary schedule.

c. Feasibility Analysis

Attach evidence using 2012-13 data (at a minimum) that the alternative salary schedule is financially feasible. Please reach out to Laura.Encalade@tn.gov for additional information or support in meeting this requirement.

d. Stakeholder Engagement

Include a description of how the district engaged teachers or other stakeholders in the development of the differentiated pay plan.

Appendix A: Common Differentiated Pay Definitions

1. Base pay (base salary): An individual's salary excluding any additional compensation in the form of bonuses, stipends, or supplements for additional work or responsibilities.
2. Bonus/stipend: Additional compensation for a pre-defined set of criteria. Bonus and stipend pay are awarded in addition to or "on top of" an individual's base pay. Bonuses/stipends are one-time payments awarded for a specific role, additional responsibility, or achievement of particular criteria. Bonuses and stipends are not a part of base salary and do not become a reoccurring part of an individual's compensation.
3. Traditional salary schedule (or step and lane schedule): A salary schedule that uses years of experience and education levels exclusively to determine educator's increases in base pay. Traditional schedules may follow the same structure as the state minimum salary schedule. Salary schedules that modify the amount of the step increases given for experience or change the structure of the education lanes may still be considered a traditional schedule as long as they meet or exceed the relevant state minimums.
4. Alternative salary schedule¹: A salary schedule that uses some other component, often a performance measure, in addition to or in place of education and experience to determine base pay. A schedule where an educator's evaluation score is used to determine the amount of his or her yearly base pay increase is an example of an alternative salary schedule. Alternative salary schedules are subject to State Board of Education approval.
5. Opt-in/opt-out provision: Individuals are provided with the choice to participate in a program. This provision is most often associated with alternative salary schedules and is not a required provision.

¹ If you are unsure as to whether your plan is a traditional salary schedule or an alternative salary schedule, please contact Laura.Encalade@tn.gov.