

RUSK ISD Annual Incentive Program Administrative Regulations

Purpose

To promote staff morale.

Plan Design

Rusk ISD staff, subject to eligibility requirements, will receive an annual incentive based on their staff classification.

Effective Date

This plan has been in effect for many years. Employees who did not receive the annual incentive in November 2005 will be subject to these regulations. Employees who received this annual incentive in November 2005 will be grandfathered and will continue to receive the incentive as administered in November 2005 if these regulations would result in a decrease in the annual incentive amount received.

Payment of Incentive

Payment will be made in one lump sum in November.

Eligibility

All Rusk ISD employees ~~who are employed on or before the Fall PEIMS snapshot date, which is the last Friday in October, and remain employed with Rusk ISD at the time of payment~~ are eligible to participate in the annual incentive program.

Staff Classifications and Incentive Amounts

Staff Classification	Incentive Amount
All teachers, librarians, counselors, and nurses subject to the state minimum salary schedule. All administrative and professional staff subject to the administrative and professional compensation schedule.	\$300
Auxiliary staff subject to Pay Grades 4, 5, and 6 of the auxiliary compensation schedule. Examples include secretary, LVN, computer technician, mechanic, and maintenance lead.	\$225

Staff Classification	Incentive Amount
Auxiliary staff subject to Pay Grades 2 and 3 of the auxiliary compensation schedule. Examples include instructional aide, general maintenance worker, and cafeteria manager.	\$150
Auxiliary staff subject to Pay Grade 1 of the auxiliary compensation schedule and bus drivers. Examples include cafeteria worker, custodian, bus barn worker, and bus driver.	\$115

Additional Information regarding Staff Classification:

- Rusk ISD employees who have split assignments or dual duties will be classified in one classification according to their primary role based on the percentage of time assigned to each role. An employee is only eligible for one incentive amount. In the case of an even split between roles, the employee will be assigned to the classification with the higher incentive amount.
 - Dual Duty Example: Teacher/Bus Driver-Employee is classified as a teacher and paid only the teacher incentive amount.

Additional Information regarding Incentive Amounts:

- The incentive amount for part-time employees will be prorated based on the percent of time employed.
- Regular route bus drivers who drive two regular routes are considered full-time, and regular route bus drivers who drive one regular route are considered half-time.
- The incentive amount for eligible employees not working all days up to the date of payment during the current year will be prorated based on number of days worked during the current year.

Cherokee County Special Education Cooperative Employees

Rusk ISD is the fiscal agent for the Cherokee County Special Education Cooperative (hereafter referred to as the Coop). All Coop employees are eligible to participate in the annual incentive program subject to the same eligibility requirements as all other Rusk ISD employees.