

COMPENSATION AND BENEFITS
LONGEVITY PAY AND TUTORING

DEAA
(REGULATION)

LONGEVITY PAY

ELIGIBILITY
CRITERIA

Exempt employees whose salary schedule is based on the teacher and librarian hiring schedule will be eligible.

BREAK
IN SERVICE

Any employee eligible for the longevity pay who breaks employment with the District and subsequently returns at a later time shall restart eligibility at their rehire date and become eligible after 10 consecutive years of service.

An eligible year is defined as having a start date prior to September 15th.

STIPEND

As an eligible employee starts their eleventh consecutive year of service with the District, the annual stipend will be \$1,000.

This stipend is paid annually as long as the employee is employed by the District without a break in service in an eligible position.

TUTORING

OVERVIEW

Human Resources will generate an electronic at-will job posting for specific tutors stating: job duties, duration of work, rates of pay etc.

New hire tutors follow the new hire process through the Human Resources department which includes the submission of college transcripts to determine the rate of pay as well as background/fingerprint checks.

Retired teachers may work less than 20 hours per week.

Existing teachers cannot be paid for tutoring during the assigned workday nor can they modify their regular work schedule to accommodate tutoring for pay.

Paraprofessionals shall not be used for K-12 tutoring outside the school day.

DOCUMENTATION

Performance issues are documented by using the same format as other employees.

Recommendations for termination are sent to the HR department. The HR department will conduct termination process, if needed.

Pay sheets are submitted monthly to the appropriate department.

When the tutor has completed the scheduled duration of work, HR must be notified to make appropriate adjustments in the employee management system.

LORA

Tutors will not receive a letter of reasonable assurance. There is no expectation for them to return the next year.