

DEPARTMENT OF EDUCATION

**HIGH NEEDS AREAS DESIGNATION
FOR SCHOOL YEAR 2004-2005
Bonuses, Rewards, and Incentives Program (BRIP)**

I herewith declare the following high needs areas to be designated as positions that are hard to recruit and retain for school year 2004-2005. The designation is based on the attached staffing report provided by the Personnel Services Division. Fully certified teachers teaching under the high needs areas and other eligible employees are therefore entitled to the Bonuses, Rewards, and Incentives Program (BRIP) pursuant to Board Policy No. 377, adopted by the Education Policy Board on July 23, 2004 as authorized by Public Law 26-167.

CLASSROOM TEACHING POSITIONS

Special Education (All areas)
Science
Language Arts
Math
Reading

INSTRUCTIONAL SUPPORT POSITIONS

Librarian
Guidance & Counseling
Special Education (All areas)

LICENSED HEALTH PROFESSIONALS

Physical Therapist I
Physical Therapist II
Occupational Therapist I
Occupational Therapist II
Audiologist
Psychologist (Special Education)

SCHOOL PRINCIPALS

School Principal, Elementary
School Principal, Secondary

The Department of Education declares positions annually at least two (2) weeks at the end of each school year the positions that are designated and identified to be in the high needs areas because of recruitment and retention difficulty. The rewards under BRIP are subject to the availability of funds.

/s/

**JUAN P. FLORES
Superintendent of Education**

GUAM DEPARTMENT OF EDUCATION

PURPOSE AND SCOPE OF CRITERIA, RULES AND REGULATIONS AUTHORIZING BONUSES, REWARDS, AND INCENTIVES PROGRAM (BRIP) BY POLICY OF THE GUAM EDUCATION POLICY BOARD

I. PURPOSE:

This policy establishes the fundamental purpose and scope of criteria, rules and regulations for the implementation of the *Bonuses, Rewards, and Incentives Program* (BRIP) because of recruitment difficulty and retention of teachers in high needs areas, school administrators, and licensed healthcare professionals (12 month duty status) as authorized by Public Law 26-167 and Board Policy No. 377 adopted by the Guam Education Policy Board on January 28, 2004.

II. COVERAGE:

- a. The following are the rules governing the *Bonuses, Rewards, and Incentives Program* relative to the recruitment and retention of teachers, school administrators, and licensed healthcare professionals (12 month duty status). Public Law 26-167 and Board Policy No. 377 are enabling authorizations allowing the Department of Education to overcome recruitment difficulty and retention of professionals who possess unique skills and expertise. Such positions covered under this policy are teachers in high needs areas, school administrators, and licensed healthcare professionals such as audiologist, physical therapist I & II, occupational therapist I & II, psychologist, and speech/language pathologist and all other positions authorized by the Department of Education consistent under its District Action Plan. Implementation shall be subject to the availability of funds.
- b. Upon adoption of this policy by the Guam Education Policy Board, the interim policy that was adopted by the Board on January 28, 2004 shall cease and shall be superseded by this policy.

III. AUTHORIZED RECRUITMENT AND RETENTION BONUSES, REWARDS, AND INCENTIVES FOR TEACHERS

1. BONUSES (TEACHERS):

- a) **Newly Hired Teacher:** A one (1) time bonus may be authorized to a new hire teacher who meets the Guam full teacher certification requirements in the high needs areas, payable up to the amount of \$2,000 upon completion of two (2) full school years of employment, specifically teaching in the high needs area that they were hired for, and with a minimum annual evaluation of satisfactory or higher. For example, a teacher who is a Secondary Education/Math major and who meets the full Guam teacher certification requirement would be eligible for this bonus. The bonus shall be paid only upon the completion of two (2) full school years of employment, specifically teaching in the high needs area

that they were hired for, and with a minimum annual evaluation of satisfactory.

A teacher who voluntarily switches from the high needs area to a low need area during the bonus entitlement will not be entitled to that bonus. Similarly, a teacher who switches from the low need area to the high need area will be entitled to the bonus, so long as the teacher meets all the requirements specified in this paragraph.

EFFECTIVE DATE: The bonus referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

- i. A supplemental bonus to paragraph III(1)(a) may be authorized to a teacher who has a major in high needs areas and meets the Guam full teacher certification requirements, and has completed two (2) full school years of employment, specifically teaching in the high needs areas that they were hired for and with a minimum annual evaluation of satisfactory or higher. The supplemental bonus shall be payable up to twenty-five percent (25%) supplemental to the amount provided pursuant to paragraph III(1)(a). For example, a teacher who is a Math major, and who meets the full teacher certification requirements, would be eligible for this supplemental bonus.

NOTE: Therefore, the maximum bonus authorized under paragraph III(1)(a) is the amount referenced in paragraph III(1)(a) plus the supplemental authorized in paragraph III(1)(a)(i). For example, if the amount authorized in paragraph III(1)(a) is established at \$2,000, then the teacher who meets the requirements of paragraph III(1)(a)(i) would be entitled to the bonus of \$2,000, plus the 25% supplemental, or a total of \$2,500. This is the maximum amount allowed under III(1)(a)(i).

EFFECTIVE DATE: The bonus referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

- b) **Incumbent Teacher:** The one (1) time bonus authorized to a newly hired teacher in Section III(1)(a) and Section III(1)(a)(i) shall also be applicable to incumbent teachers who meet all the requirements except for their incumbent versus new hire status.

EFFECTIVE DATE: The bonus referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

2. REWARDS (TEACHERS):

- a) A reward in the amount payable up to \$2,000 may be authorized to an incumbent teacher whose classes of students, especially low-achieving and high-risk students, demonstrate improved academic achievement or improved educational progress, over a period of three (3) school years, as assessed by external and objective tests, which may include standardized tests. The Superintendent shall appoint a committee to establish guidelines for implementing this section.

EFFECTIVE DATE: The reward referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the three (3) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

3. INCENTIVES (TEACHERS):

- a) An incentive may be authorized an incumbent teacher teaching in the areas of highest needs, as declared by the Superintendent of Education, payable up to the amount of \$3,000 upon completion of two (2) full school years as a teacher, and with a minimum annual evaluation of satisfactory or higher, and may be continued thereafter for every completion of an additional two (2) full school years, subject to availability of funds.

EFFECTIVE DATE: The incentive referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

- b) A one (1) time recruitment incentive may be authorized to teachers new to the profession (meeting Guam professional teacher certification), who graduate from an accredited college or University with a grade point average of 3.5 to 4.0, in the amount up to \$2,000, payable one (1) time only upon completion of one (1) full year of teaching. The applicant must have graduated within the past three (3) years at the time of application. A teacher "new to the profession" means a teacher who has never taught grades K-12 on a full-time basis prior to the time of application.

EFFECTIVE DATE: The incentive referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the one (1) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

IV. AUTHORIZED RECRUITMENT AND RETENTION BONUSES, REWARDS, AND INCENTIVES FOR PRINCIPALS

1. BONUSES (PRINCIPALS):

- a) **Incumbent Principal:** A school principal may be authorized a bonus in the amount up to \$2,000, after receiving an outstanding performance evaluation for two (2) consecutive full calendar years, meeting the Interstate School Leaders Licensure Consortium (ISLLC) standards.

EFFECTIVE DATE: The bonus referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

2. **REWARDS (PRINCIPALS):**

- a) A reward in the amount up to \$3,000, may be authorized to a school principal who has been successful in improving the academic achievement of students in the schools where they served as a principal, for at least three (3) consecutive full calendar years, especially in schools with high percentages of students eligible for free and reduced lunches, immigrant students, and students with disabilities.

EFFECTIVE DATE: The reward referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the three (3) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

3. **INCENTIVES (PRINCIPALS):**

- a) **Newly Hired Principal:** A one (1) time incentive may be authorized to a newly hired school principal in the amount up to \$2,000, after completing two (2) consecutive full calendar years from the initial date of hire as a school principal provided however, that the school principal, receives an outstanding performance evaluation based on the Interstate School Leaders Licensure Consortium (ISLLC) standards.

EFFECTIVE DATE: The incentive referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

V. **AUTHORIZED RECRUITMENT AND RETENTION BONUSES, REWARDS, AND INCENTIVES FOR LICENSED HEALTHCARE PROFESSIONALS**

1. **BONUSES (LICENSED HEALTHCARE PROFESSIONALS):**

- a) **New Hire Employee:** A one time bonus may be authorized for newly hired applicants under the licensed healthcare professional classes of positions, in the amount up to \$5,000 only upon initial recruitment, provided that the newly hired employee remains employed for no less than two (2) full calendar years. This bonus shall be paid after completion of the two (2) full calendar years of employment.

EFFECTIVE DATE: The bonus referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

2. REWARDS (LICENSED HEALTHCARE PROFESIONALS):

- a) **Incumbent Employee:** A one (1) time reward in the amount up to \$5,000, may be authorized for incumbent licensed healthcare professionals employees of the Department of Education. This one (1) time retention reward is only applicable to incumbents who have not benefited from the new hire bonus specified in Section V(1)(a). This bonus shall be paid after completion of the two (2) full calendar years of employment.

EFFECTIVE DATE: The reward referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the two (2) year time line referenced in this paragraph shall begin no sooner than the date of adoption.

3. INCENTIVES (LICENSED HEALTHCARE PROFESSIONALS):

- a) Recruitment and Retention Incentives may be authorized for any employee under the licensed healthcare professional classes of positions, currently employed by the Department of Education at the time of the adoption of Board Policy No. 377 on January 28, 2004.

The employee under this section may receive up to a thirty-five percent (35%) per annum Recruitment and Retention Incentive reward for the duration of the employee's employment with the Department of Education calculated at the employee's base salary as the criteria. This Recruitment and Retention shall continue to be effective each successive pay period until revoked by the Superintendent of Education or when funds are no longer available.

EFFECTIVE DATE: The incentive referenced in this paragraph shall be effective upon adoption by the Guam Education Policy Board. Therefore, the effective date for the eligible employee under this section shall be the date of hire which shall be no sooner than the date of adoption and shall continue to be effective each successive pay period until revoked by the Superintendent of Education or when funds are no longer available.

VI. DISCONTINUATION OF BONUSSES, REWARDS AND INCENTIVES AS FOLLOW:

1. The bonuses, rewards and incentives program may be discontinued when the department no longer experiences recruitment and retention difficulties.
2. The bonuses, rewards and incentives program may be discontinued when there is a significant increase in salary that has the desired effect of addressing the

shortages due to recruitment and retention difficulties for teachers, principals, and licensed healthcare professionals.

3. The bonuses, rewards and incentives program shall be subject to availability of funds and may be terminated for lack of funds.

VII. GLOSSARY

1. **Applicant:** A person who is not an employee but seeking employment in the Department.
2. **Areas of Highest Needs:** A sub-set from the positions declared to be High Needs Areas. These limited positions shall be based on objective criteria such as, but not limited to, need for a certain type of position due to legal responsibilities, need for positions due to the high percentage of vacancies in a particular area, need for the positions due to the high number of vacancies and need for the position due to the unique certification that makes recruitment particularly difficult.
3. **Bonus:** A consideration or premium paid in addition to what is strictly due (regular salary pursuant to Public Law 21-59).
4. **Employee:** Employee is inclusive of teachers, principals, licensed healthcare professionals who are on active duty pay status and is not applicable to employees who are on leave without pay.
5. **Full School Year:** A full school year is the equivalent to four (4) consecutive academic quarters excluding summer breaks. Therefore, two (2) full school years is equivalent to eight (8) consecutive academic quarters excluding summer breaks.
6. **Full Calendar Year:** A full calendar year is the equivalent of one (1) calendar year which may mean for the purpose of granting rewards and incentives to certificated employees other than teachers, one (1) year from the date of employment or calculated like that of an employee entitled to a salary increment on a twelve (12) month basis.
7. **Full Teacher Certification Requirement:** The teacher must have a valid and current professional teaching certificate in the area of specialty.
8. **High Needs Areas:** Those certificated positions that have been consistently difficult to recruit and are urgently needed as documented in the Department's staffing pattern such as but not limited to secondary math, science, language arts, special education, school librarian, and guidance counselors. The Superintendent shall issue "The High Needs Area List" within two (2) weeks after each school year has ended.
9. **Incentive:** A consideration or premium offered to induce, entice, or encourage an employee or applicant as an attraction to perform special, extraordinary and urgently needed services for the Department.

10. **Incumbent Employee:** A person who is in present possession of employment in the Department.
11. **Licensed Healthcare Professionals:** Employees in this class for the purpose of this policy is limited to Physical Therapist I & II, Occupational Therapist I & II, Speech/Language Pathologist, Audiologist, Psychologist (IMFT Licensed only), and who are on twelve (12) month duty status.
12. **Newly Hired:** An employee hired for the first time under classified or unclassified status. Also included is an employee who has returned to employment to active duty status under the re-employment provision of the Department of Education Personnel Rules and Regulations.
13. **Recruitment:** To enlist new personnel for service in the Department.
14. **Re-employment:** A former permanent classified employee who returns to government service within four years of separation in good standing without competition and, to the same or comparable job in DOE.
15. **Recruitment Difficulty:** Enlisting of new personnel in such high needs areas who possess skills and expertise that are extremely hard to find necessitating extraordinary effort to find candidates to enlist.
16. **Retention:** To continue to hold, have, use, recognize, and to keep an employee who possess skills and expertise in the hard to find classes of positions in the Department.
17. **Reward:** A recompense or premium offered or bestowed to an individual by the Department in return for special, extraordinary, and urgently needed services to be performed, or for special attainments or achievements, or for some act resulting to the benefit of the Department.
18. **Speech/Language Clinician:** For the purpose of the Bonuses, Rewards, and Incentives authorized under BRIP, this class of position is included under the teacher classes of positions entitled to the Bonuses, Rewards, and Incentives Program.

/s/

**LUIS S.N. REYES, Acting
Executive Secretary**

7/24/04

Date

/s/

**ROMEO HERNANDEZ, Chairman
Guam Education Policy Board**

7/24/04

Date