

D.A.T.E. Performance Award Program Implementation

Key Stakeholders and Activities in the Payout Process

Program Manager

- Coordinate with Human Resources, Payroll, and Grant and/or Business Manager(s) to plan payout timeline and process chart.
- Create payout presentation, to include:
 - o Payout timeline (verification and inquiry period, payout window)
 - o Eligibility criteria for payouts
 - o Information on how the verification and inquiry period will function
 - o Information on how award amounts will be received (separate check, on payroll check, will benefits be deducted)
 - o Contact information for Q&A
 - o Plan for distribution of contingency funds
- Train principals on processes, timelines, and presenting payout information to teachers and staff.
- Obtain payout amounts and staff information from campus principals.
- Coordinate with Human Resources, Payroll, Grant and/or Business Manager(s), and campus principals during the payout process to serve as an intermediary to communication information on award amounts and timelines.
- Coordinate with the Superintendent to communicate the payout process and results to the School Board.

Grant Manager and/or Business Manager

- Coordinate with the Program Manager and Grant and/or Business Manager(s) to plan payout timeline and process chart.
- Determine if TRS and benefits will be deducted from the award amount or if benefits will be paid from other sources based on D.A.T.E./TEEG grant application(s).
- Obtain payout amounts and staff information from Program Manager.
- Create and maintain document that includes payout information, to include the following information for each teacher and staff member. This information will be requested at a later date by the external evaluator.
 - o Full name
 - o Job title
 - o Social security and/or PEIMS employee identification number
 - o Birth date
 - o Part I funds incentive award payment
 - o Part II funds incentive award payment
 - o Use of Part II funds for other allowable activities
- Submit expenditure report to TEA after payouts
- Submit teacher data upload to the external evaluator

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Human Resources and Payroll

- Designate a D.A.T.E./TEEG contact within the Human Resources and Payroll departments.
- Coordinate with the Program Manager and Grant and/or Business Manager(s) to plan payout timeline and process chart.
- Determine how awards will be paid (separate check, on payroll check).
- Determine if TRS and benefits will be deducted from the award amount or if benefits will be paid from other sources.
- Obtain payout amounts and staff information from the Program Manager and Grant Manager/Business Manager.
- Cut checks and distribute.

Data, Research, and/or Accountability

- Coordinate with Program Manager to determine what data is needed to determine award amounts.
- Gather and analyze data once received.
- Merge data with program information to determine award amounts.
- Work with Program Manager to disseminate information to payroll and business departments.

Campus Principals

- Present payout presentation to teachers and staff
- Review performance measure checklists and award amounts with each teacher and staff member. Sign off on checklist
- Review results with teachers and determine next steps and/or professional development needs
- Give award information, documentation, and data to Program Manager
- Communicate with teachers and staff frequently to inform when exactly the awards will be received
- Provide feedback to Program Manager on payout process and results
- Follow through with professional development and action items related to award program goals and outcomes

Teachers and Staff

- Attend payout presentation
- Review performance measure checklists and award amounts with principal. Sign off on checklist
- Review results with principal to determine next steps and/or professional development needs
- Receive award amount and celebrate!
- Follow through with professional development and action items related to award program goals and outcomes

Communications or Public Relations

- Attend a payout presentation to understand the process
- Prepare letter or press release for parents to describe the award program, payout process, and what it means for a teacher or staff member to earn an award
- Speak with the local media, professional associations, and advocacy groups to accurately explain the award program, payout process, and what it means for a teacher or staff member to earn an award
- Anticipate and prepare for public information or open records requests. Be proactive in coordinating with the media to disseminate accurate information related to award amounts