2016–2017 TIF4 Awards
Program and Eligibility Requirements

General Eligibility Requirements
To be eligible to participate in the 2016–2017 TIF4 Award Program, HISD employees must meet all of the following general eligibility requirements.

1. Employees must be supervised and appraised by the principal or other designated appraiser of the campus where they are serving students. Employees not supervised or appraised by the principal or campus appraiser are not eligible, even if 100 percent of their time is spent on a campus (e.g., food service employees, plant operators, custodians).

2. Employees must have a job/record position assigned to a campus identified as a TIF4 campus, and must have a TIF4 campus ID as their department ID by September 6, 2016. Employees whose job record/position is assigned to non-TIF4 campus departments for time reporting are not eligible for the 2016–2017 TIF4 award.

3. Employees must be continuously employed in an eligible position in a TIF4 campus through the last day of school.

4. Employees must work at least 40 percent of the school time (equivalent to two days per week) at the same TIF4 campus to be eligible. If an employee is assigned to multiple campuses, they must be assigned to a TIF4 campus for majority of the time to be eligible.

5. Employees must complete the instructional-linkage and assignment-verification process, or have this completed by their principal, through the ASPIRE portal by the submission deadline as published annually. It is recommended that employees review instructional-linkage and assignment-verification information on the portal for accuracy.

6. Employees may "opt out" of the TIF4 Award Program during the linkage and verification process. If an employee does not make a selection, the employee will be included for consideration for a TIF4 award.

7. Hourly employees in any capacity, including substitute/associate teachers, are not eligible to participate in the TIF4 awards. Employees holding an hourly or substitute position must be converted to a non-hourly position by September 6, 2016.

8. Employees who take leave of absence during the eligibility period (e.g., temporary disability, developmental leave, but not family medical leave) are not eligible.

9. Employees cannot be absent for more than 10 instructional days during the “instructional school year” (77.50 hours for staff on a 7.75-hour day¹; 80 hours for staff on an eight-hour day). This means first-year employees must commence employment no later than September 6, 2016, as any instructional days missed from the start of their campus’ instructional school year to the date employed will be counted as absent. Early release days are treated as other instructional days—the entire day (7.75 hours, or eight hours) is considered instructional. The following types of leave will be held harmless and not count as days absent:

- Funeral leave (coded as funeral leave, not as “additional funeral leave,” as per Board policy)
- Assault leave
- Military leave
- Family medical leave
- Jury duty
- Religious holidays
- Floating holiday
- Vacation pay
- Compensatory time
- Authorized off-campus duty
- Holidays

¹Some teachers work at campuses where extended time is worked. This extended time is paid at the time it was worked. When absences are incurred, teachers’ leave banks are charged for the regular length of the day (7.75 hours), and not for any additional time. Therefore, for all teachers, one day’s absence is 7.75 hours, and 10 days of absences remains at 77.50 hours, regardless of the extended hours at the campus.
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Family medical leave, military leave and assault leave must be authorized through Human Resources (HR) at the time of the leave.

10. Employees who receive a final summative rating of “Ineffective” or “Needs Improvement” for the 2016–2017 school year, according to the Teacher Appraisal and Development System or the School Leader Appraisal System, are not eligible. For award purposes only, this final summative rating includes a Student Performance measure for applicable employees.

11. Employees who were on a Prescriptive Plan of Assistance (PPA) based on the 2016–2017 information as determined by multiple measures including observations, walkthroughs, student performance, etc. and whose performance goals were not met prior to the first instructional day of the following school year are not eligible.

12. Employees who retire in lieu of termination or resign in lieu of termination are not eligible.

Position Eligibility Requirements and Award Groups
Different positions within HISD qualify for various aspects of the TIF4 Award Program. Following are definitions for position groups and eligibility requirements that will be used to group employees for award purposes. Note that only teaching and campus leader positions as listed below are eligible for the TIF4 Award Program.

Instructional Position Groups
Employees must be certified teaching staff and will fall into either core foundation or elective/ancillary instructional positions as defined below.

Core Foundation Teaching Positions
Employees must be assigned to a campus, plan lessons, provide direct instruction to students, and be responsible for providing content grades—not conduct or participation grades—for TIF4 core foundation courses for the majority of the day/school year.

Core Foundation Courses
Core Foundation Courses include those courses identified by the Texas Education Agency under the Core Foundation areas of English Language Arts/Reading, Mathematics, Science and Social Studies at the elementary and middle school level and/or those courses that contribute directly to data collected and interpreted as part of the growth measure. Fifty percent of the teaching assignment must be in Core Foundation courses to be considered as core foundation instructional staff for the purposes of the award.

Group 1. Core Foundation Teachers, Grades 4-8 with Comparative Growth Report
To be considered in this group, employees must teach at least one and as many as five core foundation subjects for which a comparative growth report is generated. Student linkages are required to be provided during the spring linkage process in order for a teacher to be considered in this category. A teacher-level comparative growth report must be produced in order to be considered in this group.

Group 2. Core Foundation Teachers, Pre-Kindergarten through Grade 3
To be considered in this group, employees must qualify as core foundation instructional staff and teach core foundation subjects to students in pre-kindergarten through grade 3 for the majority of the school day.

Group 3. Core Foundation Teachers, Grades 4-8, without Comparative Growth Report
To be considered in this group, employees must qualify as core foundation teachers. Core foundation courses must be taught the majority of the school day. For a complete list of these courses, please review the Master Course List of core foundation subjects. This group may include special education teachers who teach core foundation courses where a comparative growth report cannot be generated, high school teachers of students in grades and subjects for which comparative growth reports cannot be generated, or teachers of low class sizes.
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Elective/Ancillary Instructional Positions
Group 4. Elective/Ancillary Teachers
To be considered an elective/ancillary teacher, teachers must teach elective/ancillary classes (e.g., art, music, physical education, etc.) for the majority of the school day/year.

Campus Leadership Groups
TIF4 awards recognize campus leadership for their contribution to student progress and achievement based on campus performance. Certification for these positions is required in order to be considered for these categories. The following describe the award group eligibility criteria for leadership positions:

Group 1L. Principals
To be considered in this group, employees must meet all general eligibility requirements and be the “principal of record” according to HR and OneSource.

Group 2L. Assistant Principals/Deans of Instruction/Deans of Students
To be considered in this category, employees must meet all eligibility requirements and be coded as an assistant principal, dean of instruction, or dean of students according to HR and OneSource.

Additional Position Eligibility Requirements
1. For an employee who transfers or is reassigned from one TIF4 award-eligible position to another TIF4 award-eligible position during the eligibility period, the award will be determined on the basis of the TIF4 award-eligible position the employee held the greatest percentage of the school year (based on the 175-day academic calendar). For example: On September 6, an employee teaches grade 3 math. On February 6, the employee transfers to content specialist on the same campus. Both assignments are TIF4 award-eligible. However, the award model and eligibility requirements differ. In this case, the greatest percentage of the “school year” was spent as a third grade, core foundation teacher. Therefore, the award amount would be determined on the basis of the job, a third grade, core foundation teacher.
2. For an employee who transfers from a TIF4 award-eligible position to a non-eligible position during the eligibility period, he/she will not be eligible for an award (see General Eligibility Requirements 1, 2 and 3).
3. The TIF4 award for employees who function in multiple award groups (above) will be determined based on the job in which they function for the majority of their work day.
4. Employees must have credentials for the position in which they function to be eligible under that category. For example: A teacher teaching eighth-grade math must be certified or on permit to teach eighth-grade math in order to be eligible as a core foundation teacher.
5. For employees who meet the criteria of a Group 1 teacher but teach additional grade levels that are not included in the teacher’s comparative growth report, awards will be based on the comparative growth report only. For example: If a teacher teaches third- and fourth-grade reading, and a comparative growth report is obtained for fourth grade based on the direct measure of student growth, the teacher would be considered for Group 1 awards, and would not be considered for Group 2 awards.
6. The production of a comparative growth report does not necessarily place an employee in Group 1 for awards. For example: If a comparative growth report is produced to measure the growth of students by a literacy coach for diagnostic and instructional improvement, the literacy coach is not considered as a core foundation teacher.

TIF4 Award Calculation and Payout Rules
TIF4 awards will be calculated on the basis of the HISD board-approved model. Certain situations require the adoption of the following award calculation rules in order to apply the award model appropriately.

1. Employees who work less than full time must work at least 40 percent of the school time (equivalent to two days per week) at the same TIF4 campus to be eligible to receive a prorated TIF4 award. The prorated TIF4 award will be based on the full-time equivalent (FTE) of their eligible position, the portion of
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time spent in the eligible position, and the TIF4 award level. For example: A half-time employee (or 0.5 FTE) who spends all of his or her time at a single TIF4 campus would be eligible to receive 50 percent of the award. This same employee who works 50 percent of his/her time at two TIF4 campuses (0.25 FTE at each campus) would not be eligible.

2. Awards for employees whose job record/position is assigned to a TIF4 campus department for time reporting who are assigned to and work on multiple campuses a minimum of 40 percent of the time and report directly to the principal (principal is responsible for supervising and evaluating the individual employee) will be calculated and prorated on the basis of the percentage of campus assignments. For example: A TIF4 campus-assigned, campus-based employee works 50 percent of his or her time at campus A, 25 percent at campus B, and 25 percent at campus C. If the employee is eligible for a TIF4 award based on campus data, then the employee would receive 50 percent of the eligible payout at campus A, and would not receive an award for campus B or C.

3. Good Standing: Employees must be in good standing at the time of payout. Therefore, an employee under investigation or reassigned pending investigation is not eligible for a TIF4 award until he or she is cleared of any allegation. If the investigation is concluded with a confirmation of inappropriate employee behavior, the employee is not eligible to receive a TIF4 award.

4. If an employee meets all of the eligibility requirements for an award and then resigns or retires from the district prior to the payout of the awards, the employee is still eligible for the award. It is incumbent upon the employee to provide the district with correct forwarding information so that the award payout can be processed.

5. For Principals Only:
   • The campus must also be in good standing. If the campus had an approved waiver to the district-testing procedures and if any testing improprieties are reported and confirmed or otherwise substantiated at the campus, the principal will be ineligible to receive a TIF4 award. If any testing improprieties are reported and confirmed or otherwise substantiated at the campus, the principal may be ineligible to receive a TIF4 award.