

Eligibility Guidelines

To participate in the e3 Educator Performance Awards Program, Lubbock Independent School District (Lubbock ISD) educators are required to meet the eligibility guidelines outlined below. When an educator has met these guidelines, the Lubbock ISD will review performance results for the school and/or content area to determine if the educator qualifies for an award and the payout amount.

To be a participant in the e3 awards program, Lubbock ISD employees must:

1. Be full-time (not hourly), campus-based, working at least half-time on a campus that receives an accountability rating by the fall snapshot date of the school year when scores are evaluated. The employee must be continuously employed at a campus until the last day of school and must report directly to the principal, who is responsible for supervision and evaluation.
 - a. If the employee transfers to another campus or campus-based position, he/she will be considered for the campus and position in which he/she served the majority of the school year.
 - b. Substitutes or temporary employees are not eligible to participate in the awards program.
 - c. Employees with split campus-based assignments of at least 40 percent of the time on a campus will receive a prorated award based on the full-time equivalent (FTE) of his/her eligible position and will be calculated and prorated on the basis of the percentage of campus assignments.

For example: An assistant principal who is assigned to campus A for two days and campus B for three days is eligible for an award on both campuses at a prorated amount. The employee is eligible for 40 percent of the award on campus A and 60 percent of the award on campus B.
 - d. Awards for employees whose job record/position is assigned to non-campus departments or regional offices for time reporting, but who are assigned to work on specific campuses a minimum of 40 percent of the time, will be calculated and prorated on the basis of the percentage of campus assignments. This includes evaluation specialists, content specialists, nurses, speech therapists and various special education positions.

For example: A department-assigned, campus-based employee who works 50 percent of his/her time at campus A, 25 percent at campus B and 25 percent at campus C is eligible for an award based on campus data. The employee would receive 50 percent of the eligible payout at campus A and would not receive an award for campus B or C.
2. Not be absent more than 10 instructional days.
 - a. Lubbock ISD will hold harmless (not count) days for bereavement of family as defined in DEC (LOCAL), military, jury duty, religious holidays, compensatory time and family and medical leave (FMLA).
3. Be employed by the district and in good-standing at the time of the award payout, which is the fall following the spring on which the accountability rating and value-added results are based.
 - a. Employees who retire in good standing at the end of the contract year (through the last day of school) will remain eligible for an award payout. It is incumbent upon the employee to provide the district with correct forwarding information so that the payout can be processed.
 - b. Award payouts for employees not in good standing will be held until cleared of any allegation. If an employee is under investigation and is not cleared of any allegation or wrongdoing, the employee will not be eligible to receive an award.
 - c. Employees who retire or resign in lieu of termination are not eligible to receive an award payout.
4. Have a valid and appropriate grade and subject area certificate for the position in which the employee functions to be eligible in that award category, grade and core subject area.

For example: A grade 9 math teacher must be certified or on permit to teach grade 9 math in order to be eligible as a core 9–12 teacher.
5. Must remain in an e3 award-eligible position during the entire eligibility period.
6. **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 an award payout.

Additional Guidelines

1. Work the majority of the day in the core subject area in order to receive the full amount of the award for that subject. Employees not teaching the majority of the day in a core subject area but teaching more than one period will be eligible for 50 percent of the award for the core subject area they teach.
2. If an employee equally splits the day between two core subjects or categories then the employee will have two category assignments and the award will be prorated 50% between the award for each category.

For example: A high school teacher who teaches 3 classes of English 1 which is category C1 and 3 classes of English 4 which is category C2 will have two categories, C1 and C2 and the award will be prorated 50% for each category.

3. For an employee who voluntarily transfers from one e3-eligible position to another during the eligibility period, the award will be determined on the basis of the e3-eligible position the employee held the greatest percentage of the school year (based on the 187-day duty schedule).

For example: On September 5 (prior to the fall snapshot date), an employee teaches grade 3 math (category A: a core teacher in a tested grade and subject). On February 5, the employee transfers to content specialist on the same campus (category G: an instructional support staff position). Both assignments are e3 award-eligible. However, the award model and eligibility requirements differ. In this case, the greatest percentage of the school year was spent as a grade 3 core teacher. Therefore, the award amount would be determined on the basis of the job, a grade 3 core teacher.

4. The e3 award payout for employees who performs duties in multiple categories will be determined based on the job they perform the majority of their work day.
5. The e3 award payout for employees assigned to multi-level campuses will be determined by an average of both campus award amounts for Strands I and III.
6. The production of a value-added report does not necessarily categorize an employee as a core teacher for the purposes of determining e3 award position eligibility.

For example: If a value-added report is produced to measure the growth of students by a tutor for diagnostic and instructional improvement, the tutor is not eligible as a core teacher unless all the criteria for a core teacher *position are met* (see the *Award Eligibility Categorization document*).

Visit the e3 portal at www.BattelleforKids.org/LubbockISD to learn more about the e3 Educator Performance Awards Program.