2015–2016 Apollo and Apollo-like Math Fellows Incentive Program

Program and Eligibility Requirements

There are two components to the 2015–2016 Apollo and Apollo-like Fellows Incentive Program—an incentive for employee attendance and an incentive for student performance. To be eligible for the program, an HISD employee must meet General Eligibility Requirements and separate requirements pertaining to each of the two components.

General Eligibility Requirements
To be eligible to participate in the 2015–2016 Apollo and Apollo-like Fellows Incentive Program, an HISD employee must meet all of the following general eligibility requirements.

1. Employee must have a job/record position assigned to one of the campuses designated as an Apollo or Apollo-like school during the 2015–2016 school year.
2. Employee must have a job classification as a Sr. Academic Tutor Apollo or Sr. Academic Tutor Priority Schools.
3. Employee must be a full-time employee.

Eligibility Requirements: Employee Attendance Component
To be eligible to participate in the Employee Attendance Component of the 2015–2016 Apollo and Apollo-like Fellows Incentive Program, an HISD employee must meet the following additional requirements.

1. Employee must be employed as of the 16th day of a given month (starting with August 16, 2015 and ending with May 16, 2016) in order to receive the attendance incentive installment ascribed to that month. Incentive payment installments will be dispensed according to the HISD 2015–2016 Pay Day Schedule for Tutor Attendance Pay. If the 16th falls on a weekend or holiday, the next day of the duty schedule will be considered the 16th.
2. The following types of leave will be held harmless and not count as days absent: funeral leave (not charged to an employee’s leave bank) as defined by policy, military leave, family medical leave, assault leave, jury duty, holidays/unscheduled duty days, religious holidays, compensatory time, and authorized off-campus duty. Sick days and personal leave taken for any reason are considered absences. Family medical leave, military leave, and assault leave must be authorized through Human Resources during the school year in which the leave occurs.

Eligibility Requirements: Student Performance Component
To be eligible to participate in the Student Performance Component of the 2015–2016 Apollo and Apollo-like Fellows Incentive Program, an HISD employee must meet all of the following additional requirements.

1. The employee’s first day of employment as a Sr. Academic Tutor Apollo or Sr. Academic Tutor Priority Schools must be no later than October 14, 2015.
2. Employee must be continuously employed as a Sr. Academic Tutor Apollo or Sr. Academic Tutor Priority Schools through the last day of the duty schedule, May 26, 2016.
3. An employee who takes a leave of absence during the eligibility period (e.g., temporary disability, but not family medical leave) is not eligible to participate.
4. An employee must verify student linkages through the ASPIRE portal at the time designated by the program. Employees who do not link students through the ASPIRE portal are not eligible to participate in the Student Performance Component of the incentive program.
5. Employee cannot be absent for more than ten instructional days (80 hours) during the “instructional school year,” starting with the first day of employment. The following types of leave will be held harmless and not count as days absent: funeral leave (not charged to an employee’s leave bank) as defined by policy, military leave, family medical leave, assault leave, jury duty, holidays/unscheduled duty days, religious holidays, compensatory time, and authorized off-campus duty. Sick days and personal leave taken for any reason are considered absences. Family medical leave, military leave, and assault leave must be authorized through Human Resources during the school year in which the leave occurs.
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Additional Student Performance Component Payout Rules

The Student Performance Component of the Apollo and Apollo-like Fellows Incentive Program 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 this incentive program model appropriately.

1. In the event that an Apollo or Apollo-like Fellow transfers from one Apollo or Apollo-like campus to another Apollo or Apollo-like campus during the eligibility period and remains in that job classification, their student performance incentive component will be determined by employee’s location at the date designated for student-tutor linkage. If a transfer is made to a non-Apollo or Apollo-like campus, the employee is no longer eligible.

2. If an employee meets all of the eligibility requirements for an incentive payment and then resigns or retires from the district after the end of the duty schedule but prior to the payout of the incentive, 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 incentive payment can be processed.

3. An employee who remains with the district after the duty schedule end date must be in good standing at the time of payment. Therefore, an employee under investigation or reassigned pending investigation is not eligible for an Apollo and Apollo-like Fellows Incentive Program payment 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 an Apollo and Apollo-like Fellows Incentive Program payment. Additionally, employees who retire or resign in lieu of termination are not eligible to receive an Apollo and Apollo-like Fellows Incentive Program payment.