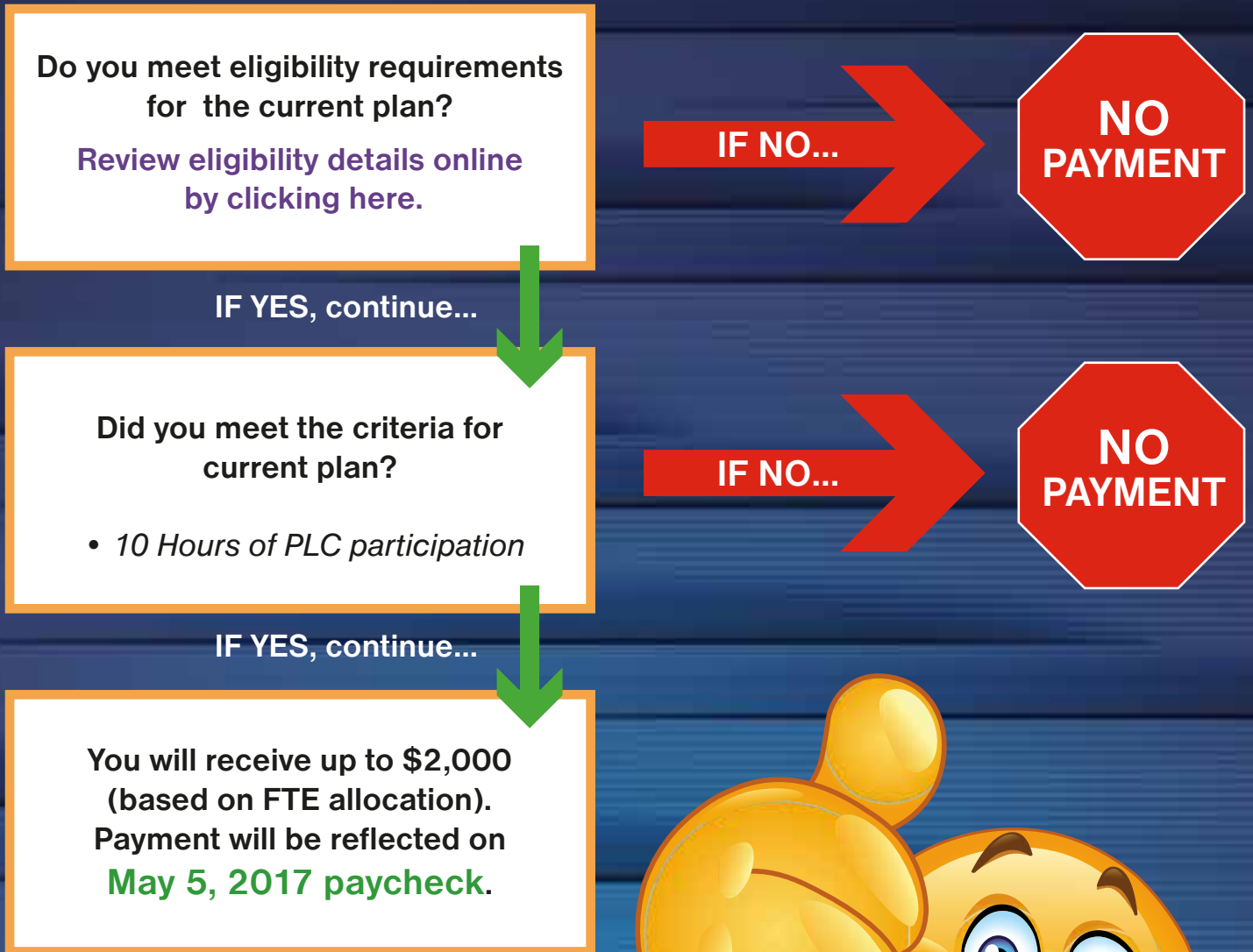


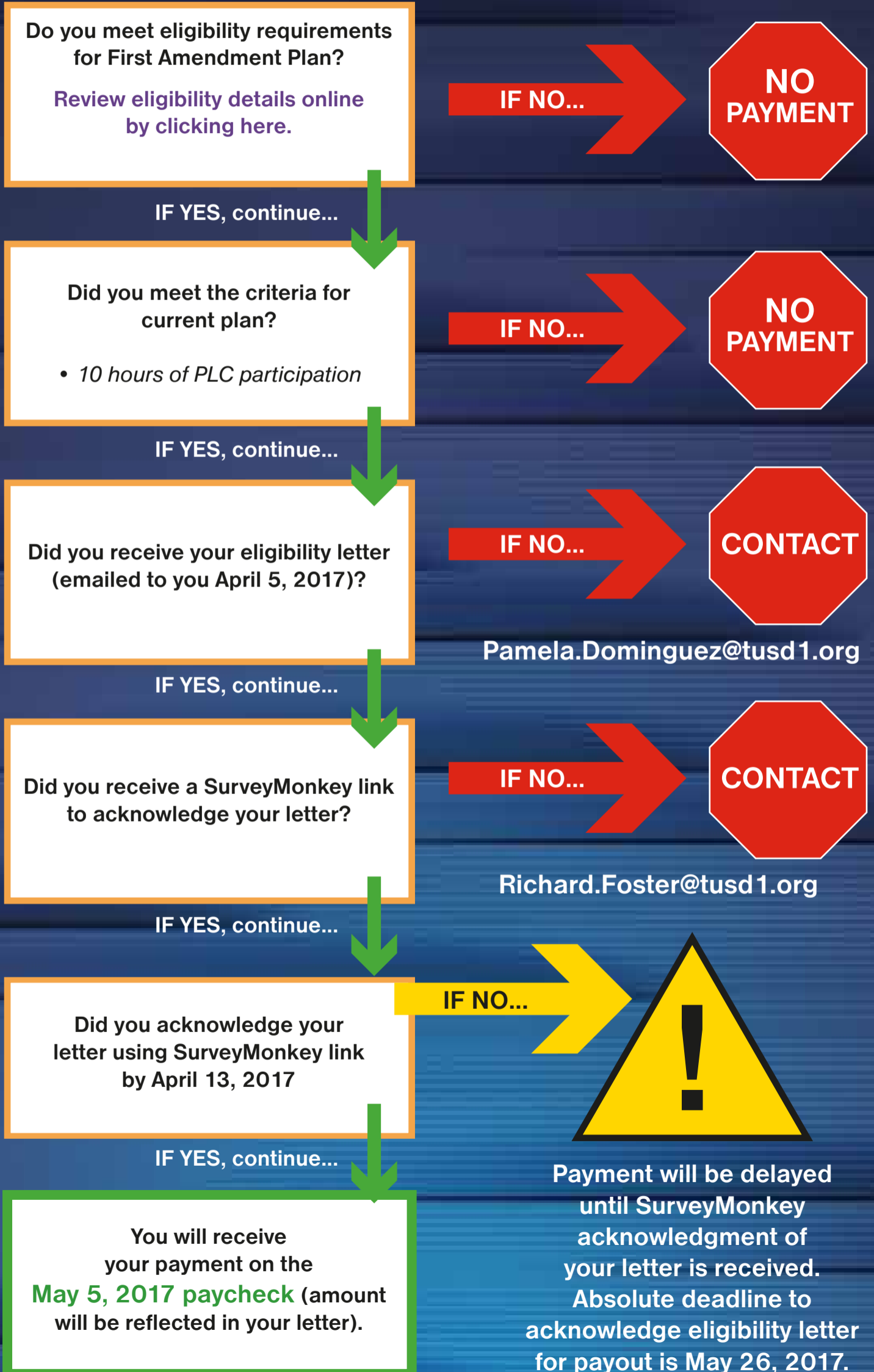
301 Pay for Performance Plan

This flow chart explains the steps for teachers who qualify for pay for performance monies under the current plan and under the First Amendment to the plan.



301 Pay for Performance Plan First Amendment

This flow chart explains the steps for teachers who qualify for pay for performance monies under the First Amendment to the pay for performance plan.



TUCSON UNIFIED SCHOOL DISTRICT

2016-2017
301 Frequently Asked Questions (FAQ)

Below is an FAQ to Address the May 5, 2017 301 payment. This is an addition to the FAQ we distributed in early April. All new information is in red. You will find the April FAQ below the new one. Thank you!

Note: Before calling Payroll, please check your paystub in iVisions Employee Self-Service (Pay stubs will be visible by 8:00 AM on May 5, 2017). It may answer your questions. To do that, go to the Intranet or the Employee page on www.tusd1.org and find the link to iVisions. Then go to:

- **Employee Self-Service**
- **Employee Resources**
- **Compensation**
- **Pay Period**

Q. Why didn't I receive my 301 payment?

A. One: Did you meet the eligibility and criteria for 2016-17 301 Plan Year? Check with your site administrator.

Two: Did you acknowledge your First Amendment letter prior to the deadline of April 13, 2017?

Three: If you appealed, did you acknowledge the appeal determination that was emailed to you? (see questions below for delayed acknowledgement payment schedule)

Q. Why did I only receive the \$2,000 but nothing else?

A. One: You are a new hire for the 2016-17 School year and only eligible for 2016-17 301 Plan Year.

Two: You were eligible for First Amendment funds but did not acknowledge your letter by the deadline of April 13, 2017.

Three: If you appealed, did you acknowledge the appeal determination that was emailed to you? (see questions below for delayed acknowledgement payment schedule)

Q. Why did I receive less than the posted dollar amount?

A. Payment is based on the 2016-17 301 Plan Year FTE allocation.

Q. I thought 2016-17 301 Plan was \$3,000.

A. 2016-17 301 Plan Year is paid in two payments. The first payment is up to \$2,000 based on your FTE allocation. The second payment is paid by December 2017 and based on evaluation classification.

Q. Why did you take out so much in taxes?

A. We follow federal tax guidelines based on your current W-4/A4 withholding form. (see below: Can I adjust my payroll elections?).

Q. I adjusted my payroll elections, may I change them back to what I had before?

A. Yes.

Q. Who do I talk to about my 301 eligibility?

A. Please contact Pamela.Dominguez@tUSD1.org.

Q. How will 301 payments be reflected on the paystub?

A. Each year will be delineated. Compare your paystub to your First Amendment letter.

Q. What about the Second Amendment?

A. The second amendment does not come into play until after the 2016-17 301 Plan Year's Second payment by December 2017.

Q. **AMENDED:** How much money will I receive for the years addressed in First Amendment?

A. The amounts are as followed for the years addressed in First Amendment. The compensation will be pro-rated based on 2016-2017 301 Plan year FTE. Employee has reviewed or been given the opportunity to review the First Amendment and acknowledges that it is a full and final resolution of any and all of Employee's complaints related to the surplus funds. In return for this acknowledgment and the forbearances therewith, Employee will receive the following First Amendment distribution amounts for each year of Employee's plan participation between school years 2012-2013 through 2015-2016 in accordance with the terms of the First Amendment. Please note the payments will be pro-rated based on the 2016-2017 301 Plan Year FTE.

School Year	Amount
2012-13	\$1,746.16
2013-14	\$1,594.97
2014-15	\$1,188.42
2015-16	\$99.36
Updated May 1, 2017	

TUCSON UNIFIED SCHOOL DISTRICT

2016-2017

301 Frequently Asked Questions (FAQ)

- Q. What is Prop. 301?
- A. In 2000, Arizona approved Proposition 301, which created a funding stream using sales tax to increase teacher salaries and to give teachers an opportunity to earn performance pay. Each year, a committee of teachers and administrators develop a performance pay plan that outlines eligibility and criteria for payment. The plan is subject to ratification of at least 70% of the eligible plan participants and the approval of the Governing Board. Proposition 301 expires in 2021.
- Q. What are the eligibility requirements for 2016-2017 301 Pay for Performance Plan?
- A. Refer to pages four and five of the [2016-2017 301 Pay for Performance Plan](#)
- Q. I keep hearing about amendments. Can you explain why the plan was amended and what that means to me?
- A. The purpose of the First Amendment is to address the current surplus balance in Fund 12 of the Classroom Site Fund as of the 2016-2017 fiscal year, which is approximately \$9.5 million dollars, and which has accrued over time.
The purpose of the Second Amendment is to address the balance over 5% retention in Fund 12 of the Classroom Site Fund after the first and second payments of the 2016-2017 Plan Year have been paid.
- Q. What are the eligibility requirements for First Amendment?
- A. They are the same requirements as the 2016-17 301 Pay for Performance Plan and the additional requirement set forth on [pages three and four of the First Amendment](#).
- Q. I worked during the years addressed in First Amendment, but I am no longer a TUSD employee. Will I receive a check?
- A. No. The First Amendment requires you to be a district employee during the 2016-2017 301 Plan Year to be considered eligible for 301 funds. Thus, you will not receive 301 funds.
- Q. When will I receive the first payment for the 2016-2017 301 Plan Year?
- A. The initial 301 payment is scheduled for the May 5, 2017, paycheck.
- Q. When will I receive the First Amendment payment?
- A. Remember, First Amendment eligible employees must satisfy the prerequisite for performance pay, including the minimum 10 hours of PLC work verified by the site administrator, under the current 2016-2017 301 Pay for Performance Plan.
First Amendment eligible employees must also have received payment for participation in a TUSD 301 Pay for Performance Plan during at least one of the following school years: 2012-2016; 2013-2014; 2014-2015; 2015-2016.

In addition to the above requirements, First Amendment eligible participants must acknowledge the First Amendment Letter by the April 13, 2017 deadline. If all requirements are met, the payment will be reflected on the May 5, 2017, payment.

- Q. How much money will I receive for the years addressed in First Amendment?
 A. The amounts are as followed for the years addressed in the First Amendment. The compensation will be pro-rated based on 2016-2017 301 Plan year FTE.

School Year	Amount
2012-13	\$1,740.73
2013-14	\$1,591.16
2014-15	\$1,184.66
2015-16	\$99.36

Note: Each employee has reviewed or been given the opportunity to review the First Amendment and acknowledges that it is a full and final resolution of any and all of Employee’s complaints related to the surplus funds. In return for this acknowledgment and the forbearances therewith, Employee will receive the following First Amendment distribution amounts for each year of Employee’s plan participation between school years 2012-2013 through 2015-2016 in accordance with the terms of the First Amendment. Please note the payments will be pro-rated based on the 2016-2017 301 Plan Year FTE.

- Q. How can I see how much my take-home pay will be on my May 5, 2017 paycheck?
 A. Log on to the iVisions Web Portal and click “Employee Resources” and “Compensation” to view your paycheck for the Pay Period. At the bottom of the screen is a link to a “paycheck calculator.” Add your payout amount to your gross pay and hit “calculate” at the bottom. That will give you an estimate of your May 5, 2017, paycheck amount. This tool is available anytime throughout the year.
- Q. Can I adjust my payroll elections?
 A. Changes to payroll elections may be made at any time. Look for “Tax Withholding Forms” under Employee Resources in the iVisions Web Portal. Changes made between April 16 and April 29 will be reflected on the May 5, 2017, paycheck. Keep in mind that Tucson Unified School District does not give legal or tax advice. You should consult with your tax advisor to review your particular circumstances. Tucson Unified School District does not assume responsibility or liability for decisions based on use of the withholding forms process, as numerous factors can affect the actual outcome.
- Q. What if I do not meet the deadline for the First Amendment acknowledgement letter?
 A. First Amendment payment will be delayed to future pay dates:

Date Acknowledgement Letter Received by SR. Director Curriculum Deployment	Pay Date payment will be reflected
April 14 – April 30, 2017	May 19, 2017
May 1 – May 14, 2017	June 2, 2017
May 15 – May 26, 2017	June 16, 2017

The pay date in which it will be reflected will depend on when the acknowledgement letter is received. Please note the final deadline to acknowledge the First Amendment Letter is May 26, 2017.

- Q. I think there is a discrepancy in my eligibility, what do I do?
- A. Complete [301 Exhibit F – Individual Appeal Form](#) located on the Intranet by end day Monday, April 17, 2017. Please note that the filing of an appeal will delay payment beyond the designated date of May 5, 2017.
- Q. How did the district determine whether I received 301 payments for the years addressed in the First Amendment?
- A. Finance reviewed past 301 payments for each of the years addressed in the First Amendment and cross-referenced with the 2016-2017 Plan Year eligibility list to determine eligibility for the First Amendment.
- Q. What if I refuse to acknowledge the First Amendment Letter?
- A. The First Amendment requires the acknowledgement of the First Amendment Letter in order to be eligible to receive 301 carryforward funds.
- Q. How do I know all the carryforward funds have been paid out?
- A. [The Second Amendment](#), which was Governing Board approved on March 27, 2017, directs the district to expend all but up to 5 percent of the Fund 12 Classroom Site fund during the 2016-2017 Plan Year.
- Q. Thank you for all this info, but I still have questions. Who can I talk to?
- A. Contact Pam Dominguez at Pamela.Dominguez@tusd1.org.