

BOARD POLICY: Staff Special Agreement Compensation

Purpose

The Staff Special Agreement Compensation policy outlines the parameters and procedures Thompson Education Foundation (TEF) uses to provide annual additional compensation to staff.

General Understanding

Thompson Education Foundation may provide additional compensation on an annual basis to staff.

Additional compensation is awarded in one payment in July of each year, following the close of the fiscal year on June 30. Compensation is based on benchmarks set at the start of the fiscal year across the General Unrestricted, Help Kids Succeed and Scheer Student Opportunity funds. It is not tied to total dollars raised.

Guidelines and Procedures

1. Requirements for Compensation:

The board of directors, in partnership with the executive director, will determine the annual fundraising goals and benchmarks combined across the three primary funds. If the annual goal and benchmark is achieved during the fiscal year, the compensation will be awarded as detailed in this policy.

For the purpose of calculating if the special agreement benchmark is met, “money raised” excludes:

- Interest on accounts
- Pass through donations designated in their entirety for a specific school, scholarship or classroom

The following can be included:

- A cap of \$5,000.00 of “in kind” contribution
- Management fees collected on donations during the fiscal year

2. Review and Funding:

The TEF board of directors will review and approve the compensation structure every two years during the budget planning process and the additional compensation will be paid as an operating expense. Once approved, the structure will be in effect for the two-year fiscal cycles without additional board action.

During development of the foundation budget during the months of May (budget review) and June (budget approval) on a Staff Special Agreement Compensation Policy review year, the TEF board of directors will determine a new two-year compensation structure to be implemented for the next cycle.

Any adjustments will be informed by:

- Thompson School District salary percentage increases, or

-if district increases are not provided due to budget restrictions, cost-of-living data from the Bureau of Labor Statistics for the previous two years.

3. Eligibility:

-New employees must have worked in their positions for a minimum of one year unless an amendment is made at board discretion.

-Employees who leave their position on or before June 30 of the contract year will not be eligible for that year's special agreement compensation.

4. Compensation Distribution

-Compensation will be made through the Thompson School District's payroll structure. TEF will compensate TSD for each staff position's compensation as well as for the PERA and Medicaid percentages that are required to be included.

END OF POLICY