



## **Background**

Calgary Girls Charter School staff will be compensated in a fair and fiscally responsible manner consistent with the resources of the school. The salary and benefits, as well as non-salary items with a cost to the employer, will be considered in the calculation of total compensation. The Charter Board approves all employee compensation.

## **Procedures**

1. The Charter Board shall review and approve the total compensation plan for teachers, i.e., certificated staff. The compensation plan shall include but is not limited to the teacher salary grid and applicable allowances.
2. The Charter Board shall review and approve the total compensation plan for non-certificated, i.e., support staff and all other employees for whom a teacher's certificate is not a requirement of their employment. The compensation plan shall include but is not limited to the salary, or salary grid where applicable, and applicable allowances.
3. The principles guiding the CGCS total compensation plan for staff:
  - 3.1 Attract and retain competent and capable staff,
  - 3.2 Be fiscally sustainable over future years,
  - 3.3 Foster cooperation among staff,
  - 3.4 Foster recognition of employee performance through a merit pay system. (See Appendix: Merit Pay)
4. The Superintendent is responsible for guiding the Charter Board in establishing the total compensation plan for employees and for administering the total compensation plan for employees of the Calgary Girls Charter School.

Reference:

Education Act, s. 52, 53, 54, 196, 197, 222

Calgary Girls Charter School Charter



## **Background**

Merit pay is one of the innovations identified in the Calgary Girls Charter School Charter. The following provides an overview of the Merit Pay Program that has been in effect since the inception of the school.

Historically, the staff defined by consensus the following beliefs about the value, benefit and process for allocations of merit pay. The staff beliefs include the following:

- We are only as strong as our weakest member;
- Leadership, scholarship, and service form a foundation for our work together;
- As colleagues and professionals, we are committed to helping each other and the larger school community;
- Meritorious service exists not in the service of competition, but in the service of personal best and community;
- Individual professional growth influences and benefits the community's professional practice;
- The school's organization for instruction reflects the values of leadership, scholarship and service;
- Merit pay is in the work we do, not in what we feel we have to do to earn merit pay;
- The merit pay process is connected to individual growth, within the context of the school community (individual professional growth plans and the Three-Year Education Plan and process);
- Individual contributions will vary; this is to be expected, as the emphasis is on personal best and recognition of individual circumstances; and
- The merit pay process supports reflective practice; it is seen to be instructive and not destructive.

## **Procedures**

1. Action Research, Professional Growth and/or Performance or Practice Growth Plans
  - 1.1 Annually, by September 25 or another date established by the employee's supervisor, each certificated staff member will prepare his/her Action Research

or Professional Growth Plan. For non-certificated (non-teacher) staff, an equivalent Performance or Practice Growth Plan is expected. The Three Year Education Plan and the Charter's emphasis on the education of girls must inform the Professional Growth Plan or Practice Growth Plan.

- 1.2 The employee's supervisor will meet annually with each employee to review his/her PGP.
  - 1.3 Teachers are encouraged to include an action research project based on a topic of special interest, a question arising from reflective practice, or a learning need identified by the Three Year Education Plan and Results Report.
  - 1.4 Teachers are encouraged to share their action research in a variety of ways with staff.
  - 1.5 Action research projects will be finalized no later than October 31 or another date established by the Principal or the employee's supervisor.
  - 1.6 Individuals are responsible to:
    - 1.6.1 Conduct a literature review,
    - 1.6.2 Document the research journey, and
    - 1.6.3 Reflect on their findings as they implement their learning into professional practice.
  - 1.7 The Principal will:
    - 1.7.1 Encourage teachers to undertake action research projects,
    - 1.7.2 Facilitate resources and professional development in support of action research,
    - 1.7.3 Provide opportunities for staff to share and explore future directions for their action research.
2. Merit pay exists for the purpose of supporting growth in performance and/or practice or professional development as outlined in the PGP, and/or where applicable, the action research plan.
- 2.1 The employee's supervisor is responsible for ensuring the PGP shows clear alignment with the goals and priorities of the Three Year Education Plan approved by the Charter Board.
  - 2.2 In planning for the expenditure of merit pay, employees are expected to consider all associated costs including, if necessary, the costs for a substitute teacher when the regular teacher is absent from his/her duties to attend a conference, seminar, or other such activity associated with professional development.

3. Eligible staff members, i.e., those who hold probationary or continuing contracts, either full or part time, receive a merit pay allocation in the amount and frequency determined by the Charter Board.
  - 3.1 The merit pay allocation is pro-rated on full time equivalency.
  - 3.2 Certificated staff (teachers) are expected to apply their merit pay to the initial purchase, and any subsequent upgrades for technology that are required for instructional use (e.g., iPads) as determined in consultation with the Principal.
  - 3.3 Any remaining funds will be available for the implementation of the Professional Growth Plan.
4. Eligible staff members may use their Merit pay to support their Practice Growth Plan or Professional Growth Plan goals in the following ways:
  - 4.1 Purchase professional journals, books, apps
  - 4.2 Enroll in university coursework
  - 4.3 Attend conferences, seminars and workshops
  - 4.4 Support expenses for travel, registration, meals and hotels, when linked to a conference or workshop
  - 4.5 Acquire classroom resources
  - 4.6 Invite experts to the school
  - 4.7 Pool funds with other staff to facilitate any of the items in this list
5. Merit pay will not be paid as a salary bonus to certificated or non-certificated staff.
6. A staff member may request, in writing to the Secretary-Treasurer by May 15, that his/her merit pay be banked (accumulated and carried over) for up to two years.