

TN State Teacher Compensation Web Tool User Guide

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What is the Teacher Compensation Design Tool?

The Teacher Compensation Tool is a web-based model that allows users to design a new compensation plan with:

- A menu of various compensation design elements to choose from
- Measures of cost, fiscal sustainability as well as impact on students and teachers
- The ability to compare different scenarios of design options and their associate impact to guide decision making

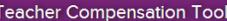
Getting Started

You will need your district's access code to set up your account. All Directors of Schools will be emailed a unique access code. If you do not have your code email Compensation.Questions@tn.gov

The first time you access the tool you will need to:

1. Go to http://www.erstrategies.org/teacher_comp/TN
2. Click the blue "Create New Account" button (or login if you already have an account)
3. Fill in the form and click "Sign Up"
4. Below where it says "Access to this site is restricted ..." enter the Access Code for your district and press the blue "Authorize" button.
5. You should see a green message that says "Your account is now authorized to access this site." To begin click the green "Create a Differentiated Pay Plan" button.
6. You now have access to the tool and can begin to create your first scenario. For information on how to build a scenario and how to create multiple scenarios see the sections below.

Helpful Hints

-  Click on the black question mark icons for more information about that item.
-  Click the orange "Help & Design Considerations" button for more information about the current page.
-  Once you have created multiple scenarios, a green button will display in the top right corner of the website with the name of the current scenario. You can click on this button to change scenarios. This button is not available on the Overview page.
-  To return to the Overview page, click the words "Teacher Compensation Tool" in the top left corner of the website.

How to Navigate

1. Upon entering the tool you will start from the Plan Overview page.
2. Confirm or adjust your district input data on the Inputs section.
3. Proceed to the Investments section to make design selections across bonuses, roles, etc. You can skip options you are not considering.
4. Proceed to the Opportunity section to make adjustments to your base salary. You can skip an entire section or sub-sections that you are not considering. You must navigate this section if considering an alternative salary schedule.
5. You can toggle back and forth between Investment and Opportunity sections.
6. Proceed to the Assessment section to review scenario outcomes and compare scenarios.
7. Use the Scenarios section to make additional scenarios with different designs for comparison.

Overview Page

- The Plan Overview page contains a summary of the information contained in the tool.
- The three light blue boxes contain information on how to use the web tool. To access this information, click the  inside each light blue rectangle.
- Below the Plan Overview on the left is basic information about the pre-populated input data.
 - You can click the blue edit inputs button to make changes to the pre-populated data (this is the same as clicking on the Inputs section on the top navigation bar).
 - If you click the “Reset plan to Baseline” link, it will take you to a page that allows you to restore the input data to its pre-populated state.
- Below the Plan Overview on the right is a summary of scenarios you have created. When you first start designing, this will only show one scenario, your “Initial” design. After you have created multiple scenarios you will be able to view a summary of each tab by clicking on the appropriate tab above the bolded Investments section.

Inputs Page

- The Inputs section contains district-specific salary information, FTE breakdown, and other current district information. All district data has been pre-populated based on 2012-13 data or an average over 2009-13 for 30 steps and 5 lanes. All Input data can be updated.
 - It is recommended that you update input data before you create any scenarios. Some updates to inputs will cause all existing scenarios to reset.

Investments Page

The Investments section allows you to add new differentiated pay plan design elements to your current scenario. You can:

- Add **School Roles** – Use this section to add any number of a variety of school roles to your pay plan. You can choose from a list of positions or design your own.
- Add **District Incentives** – Use this section to add incentives for hard-to-staff schools, subjects, and/or positions to your pay plan.
- Add **Bonuses** – Use this section to add individual or group bonuses to your pay plan.
- Replace pay for experience with **Effectiveness Steps** – Use this section to design effectiveness steps to replace the experience pay in your current salary schedule. There are a variety of ways to design a system of effectiveness steps. Click the Modify Editing Options link to select a different structure.

Opportunities Page

The Opportunities section allows you to modify elements of your current compensation plan. You can:

- Make **Base Salary Adjustments** – Use this section to adjust the number or size of steps and lanes in your current system and to change starting salaries
- Add **Tuition Reimbursements** – Use this section to replace all education pay (lanes) with tuition reimbursements.
- Make changes to **Other** Human Capital Policies – Use this section to make adjustments to retention/dismissal practices.

Assessment Page

This assessment section has three sub-sections that allow you to review your plan design:

- **Current Scenario** shows the cost, student impact, and teacher impact of one scenario broken down over 20 years. If you have multiple scenarios, you will be able to toggle between them using the  menu at the top of the page.
- **Compare Scenarios** shows all of your scenarios side-by-side, compared to your district's status quo spending projection (“Baseline”), for a selected year. You may move between different plan years using the links on this page.
- **State Application** shows consolidated information you can use for your Differentiated Pay Plan Submission Document.

Scenarios Page

This tool allows you to compare different investment and opportunity choices for your Differentiated Pay Plan. This is done through building scenarios. On the **Scenarios** page you may create, edit, and manage multiple scenarios with different versions on your design.

How to Get More Help

- Watch the Online Compensation Model How-To Webinar posted at: http://tn.gov/education/ds/diff_pay.shtml
- View previous webinars on differentiated pay requirements and design options posted at: http://tn.gov/education/ds/diff_pay.shtml
- For other questions email Compensation.Questions@tn.gov

Glossary

Base Salary

Pay received for a given work period for a particular set of responsibilities. It does not include additional pay for overtime, extra responsibilities, or bonuses for performance. Base salary generally increases over time for each employee based on performance and labor market dynamics. Typically the base pay consists of a starting salary plus any applicable education pay and experience pay.

Bonus

A bonus is a one-time payment that is not incorporated into a teacher's base salary. It is intended to motivate an individual, group, and/or school to achieve a predefined goal that is either instructional (e.g., higher growth on end-of-year assessments) or non-instructional (e.g., higher attendance).

Bonus Pool

The total amount of money available for bonuses is fixed, but the number of teachers eligible for bonuses is unlimited. This scenario limits individual competition and provides financial predictability; however, the individual bonus amount will vary depending on the number of teachers qualifying for the reward.

Budget Gap

This is the % difference between your Baseline plan and a modeled plan. A positive % represents a savings and a negative % represents an investment when compared to your Baseline.

Cost-Neutral

For the purposes of the web tool, cost-neutral is defined as having costs that equal the projected costs of continued implementation of the current system.

District Priority Incentives

A District Priority Incentive is a mechanism employed to attract high-performing teachers to more challenging positions that align with current district priorities. These incentives are intended to compensate teachers for more challenging working conditions or responsibilities. District Priority Incentives are generally in the form of a stipend or performance reward available while the teacher is serving in the specific role, not an increase to base salary. District Priority Incentives are different than increases to base salary for in-demand skills and knowledge (e.g., math and science).

Effectiveness Steps

Regular small increases in base salary that are dependent on teacher effectiveness.

Education Pay

Education pay is defined as the additional pay a teacher receives over another teacher with the same years of experience and a Bachelor's degree.

Effectiveness Pay

Effectiveness pay is defined as changes to teachers' base salary contingent on performance. This can be based on a formal evaluation system or a combination of other district-defined metrics.

Experience Pay

Experience pay is defined as the difference in pay for a teacher's Bachelor-lane salary and zero years of experience compared to teacher's Bachelor-lane salary with their actual years of experience.

Fiscal Sustainability

Predictability in the amount of funding required to keep a district's compensation structure viable and the ability of the district to implement its compensation structure over time within projected revenues.

Group or Team Incentives

Group or team incentives, often in the form of a bonus, are rewards given to individual employees who are members of a larger group that achieves a specific objective or goal. Groups typically consist of teachers in a specific department, grade level, or school.

Hard-to-Staff Schools

Schools that struggle to attract and retain excellent educators, typically because of difficult working conditions. They are often located in rural or urban areas and serve low-income student populations.

Hard-to-Staff or Shortage Subject Areas

Subject areas where the demand for teacher expertise is often higher than supply. This is typically in math, science, and special education.

School Roles and Responsibilities

School roles may take a variety of forms, but all capitalize on what Public Impact calls a "reach effect": the increased percentage of students that excellent teachers reach in the course of their work.

Starting Salary

The salary of a teacher with a bachelor's degree and zero years of experience.

Traditional Salary Schedule

A salary grid with lanes that reward advanced education and training and steps that reward years of experience. The single salary schedule does not differentiate salary among teachers in any other way, including performance, roles, and responsibilities.

% Novice

This is the percentage of teachers with 0-3 years of experience.