

HUMAN RESOURCES

Salary Schedules and Guidelines

Outstanding Performance Award (OPA)

This regulation supersedes Regulation 4670.10

I. PURPOSE

To establish procedures and provide principals and program managers with specific requirements relative to the submission of recommendations for the granting of an Outstanding Performance Award (OPA).

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

- A. Section III.C. updates the names of departments to reflect the Department of Communications and Community Outreach and the Department of Professional Learning and Accountability.
- B. Section IV.A. removes the reference to food service-scale because all food service employees were moved to the unified scale effective July 1, 2004.
- C. Section VI.B. has been changed to reflect that a monetary award is subject to funding availability.
- D. Section VII. has been added to clarify the provisions of administrative leave as it applies to the OPA.

III. AUTHORITY

- A. The OPA Committee is responsible for recommending awards for employees to the Division Superintendent.
- B. The Division Superintendent has final authority to act on all OPA recommendations submitted from within the school system.
- C. The OPA Committee is composed of representatives from the following departments and employee groups: high, middle, and elementary school principals (one representative each); Support Services Employees' Advisory Council (one representative); the Superintendent's office (one representative); the School Board office (one representative); and the Departments of Communications and Community Outreach, Facilities and Transportation Services, Financial Services, Instructional Services, Information Technology, Professional Learning and Accountability, and Special Services (one representative each). The chairperson

of the committee shall be from the Department of Human Resources and is a nonvoting member except in the case of a tie vote.

- D. Representatives from departments and offices are selected by the heads of the departments or offices. Each representative shall have an alternate who can substitute for the representative when necessary. If the representative selected is at the administrative level, the alternate selected shall be at the nonadministrative level and vice versa. At such time as the representative is replaced, the appointment shall be at the level different from that of the incumbent.

IV. ELIGIBILITY

- A. Categories of Employees

All unified-scale employees (except school-based administrators) and instructional assistants are eligible to be recommended for an OPA.

- B. Time Requirements

- 1. An employee is eligible to be recommended for an OPA after completing one full year of employment.
- 2. An employee is eligible for no more than one OPA in any 36-consecutive-month period.

- C. OPA Performance Standards

- 1. A principal or program manager may recommend an OPA for an eligible employee whose job performance is outstanding and whose additional contributions to the school system extend beyond work performance standards normally expected of employees. Managers should not, however, require an employee to work at a higher level than that for which he or she is paid (class specification) nor should they nominate a nonexempt employee for working additional hours not adequately compensated under overtime requirements.
- 2. A principal or program manager may recommend a group OPA for eligible employees whose job performance as members of the group is outstanding and whose additional contributions to the goal and/or objective of the group extend beyond work performance standards normally expected of employees. Performance should not, however, require an employee to work at a higher level than that for which he or she is paid (class specification) nor should nonexempt employees be nominated for working additional hours not adequately compensated under overtime requirements.

V. PROCEDURES

A. Submission Requirements

Recommendations must be in writing and shall include the following:

1. Employee's name and identification number, position title, grade, and work location.
2. For all nonschool-based administrators listed in the Administrator Performance Assessment Handbook, submit Appendix F. The Administrator Performance Assessment Handbook may be accessed through the following web site <http://www.fcps.edu/DHR/employees/evaluations/handbooks/nsba.pdf>.
3. For all other employees eligible to be recommended for an OPA, submit a copy of the employee's performance expectations, form HR-117.
4. For an individual OPA nomination, a detailed statement citing specific examples of how the individual exceeded work performance standards normally expected of employees.
5. For a group OPA nomination, a detailed statement citing specific examples of how the individual, as a member of a group, exceeded work performance standards normally expected of employees.
6. Supporting documentation (e.g., letters of commendation) representing services provided by the employee within his or her department or from other branches of the school division, if available.

B. Where to Submit Recommendations

1. Recommendations for school-based employees must be signed by the principal, and 14 copies must be forwarded directly to the chairperson, OPA Committee, Department of Human Resources.
2. Recommendations for nonschool-based employees must be signed by the program manager and the appropriate assistant superintendent of the department to which the employee is assigned, and 14 copies must be forwarded to the chairperson, OPA Committee, Department of Human Resources.

VI. AWARDS

A. Frequency of Meetings

The OPA Committee shall act upon recommendations two to four times yearly,

depending on the number of recommendations received.

B. Award

All OPA recipients shall be awarded a certificate and letter of commendation from the Division Superintendent. Subject to funding availability, an OPA recipient may be awarded a maximum payment of \$1,000 net after taxes. Lesser amounts of money may be awarded at the recommendation of the OPA Committee. Should funding not be available, an OPA recipient shall receive a voucher for two days of paid administrative leave (see section VII.).

C. Onthank Award Nominees

Onthank Award nominations of employees who were not selected will be returned to principals or program managers for consideration for an OPA. Appropriate documentation, as required in section V., must be provided to the OPA Committee chairperson.

VII. USE OF ADMINISTRATIVE LEAVE VOUCHER

If funding for the monetary portion of the OPA is not available, then the OPA recipient shall receive a voucher for two days of paid administrative leave. The employee is authorized to use the two administrative leave days within one year of receipt. These days shall be preapproved by the principal or program manager prior to use. An HR-334 form (Administrative Leave Request) shall be completed and submitted to the principal or program manager with "box 8, other" marked and with "OPA" referenced on the line and with the OPA recipient's administrative leave voucher attached.