

**Longview Independent School District**  
**Eligibility for the Longview Incentive for Teachers (LIFT)**  
**Career and Technical Education (CTE) Award Model**

This eligibility and award model document contains important information concerning performance awards. Staff who may be impacted are strongly urged to read the documents carefully.

The Longview ISD Incentive for Teachers (LIFT) Career and Technical Education Award Model provides recognition and performance pay for Longview ISD CTE staff who directly teach students that earn an industry based certification approved by the Texas Education Agency for the current year. This award model is in addition to the Longview Incentive for Teachers (LIFT) Pay for Performance Campus Distinction Designation Award Model.

**Available Funding**

The total amount of funds approved for distribution for the LIFT/CTE Award Model will be determined by the LISD Board of Trustees.

**Criteria for Awards**

The Longview Incentive for Teachers (LIFT) CTE Award Model was implemented in an effort to acknowledge the hard work and dedication of teachers directly involved in Career and Technical Education students earning an industry based certification. Under the directive set out by the LISD Board of Trustees, the following criteria were outlined:

Awards are based upon the minimum percentage of students in a CTE Pathway eligible to earn an industry based certification for the prior school year. For example, the 2023-2024 award will be based on the students earning an industry based certification recognized and approved by the Texas Education Agency and recorded in the district’s PEIMS during the 2022- 2023 school year.

Award Amount	2023-2024	2024-2025	2025-2026
\$3,500	70%	80%	90%
\$2,500	60%	70%	80%
\$1,500	50%	60%	70%

CTE teachers who meet eligibility criteria outlined below are eligible to receive the CTE Model Award.

**Eligibility Criteria**

CTE teachers who have students earning industry based certifications for the current year must meet the following eligibility rules:

- For staff eligible for LIFT payments, earned CTE Award Model money will be determined on the number of instructional days you are present at work **WHILE** meeting the 92% attendance rule for the amount of instructional days you are employed in a year. Exceptions to the attendance rule will include documented catastrophic leave, family emergency, bereavement leave, disability, and family medical leave as defined by DEC (LOCAL) and school-related absences or closures.

**Must have 92% or higher attendance rate from date employment begins.**

<b>Employee Eligibility</b>	<b># Days Absence Allowed to meet Attendance Criteria</b>	<b>Percentage Attendance Rate</b>
187 Day	15.0 Days	92%
197 Day	16.0 Days	92%
226 Day	18.0 Days	92%
260 Day	21.0 Days	92%

1. Must be continuously employed throughout the school year beginning with your start date.
2. Staff who have mandatory assignment transfers during the eligibility period will no longer remain eligible for the award.
3. CTE Teachers who retired in good standing from LISD during the school year, who have not taken any positions with any other public, private, parochial or charter school district for the next school year as a retire-rehire or part-time employee, and who met the other eligibility criteria continue to be eligible for the CTE Model Award.
4. Substitute teachers including long term substitutes are not eligible.
5. Staff who are not full-time employees are eligible for CTE Award money based on the percentage of time worked.
6. Positions of leadership are ineligible for the LIFT Pay for Performance, for example, Principals, Assistant Principals, IB Academic Deans, Directors, Coordinators, and other administrative positions.
7. In order for a staff member to *remain eligible* for the LIFT payment they must be continuously employed by the district on the date of payment in December 2023.

**Other Important Information for Awardees**

Benefits will be deducted from the posted awards. The term “benefits” includes the matching portion that the district is required to pay on the employee’s behalf to the employee’s TRS and FIMM (Medicare) accounts as well as personal deductions for taxes and TRS that are normally paid by the employee.

- The Longview Incentive for Teachers (LIFT) Career and Technical Education (CTE) award may be added to the regular paycheck or provided in a separate check. The district will utilize direct deposit for those employees who utilize the feature.
- After all of the staff eligible to receive an award have been identified and the amounts of the awards have been tabulated, the remaining un-awarded funds will not be re-distributed to those who received an award. Un-awarded funds will be returned to the LISD general fund.
- Only staff who meet the outlined criteria are eligible for the award.
- The amount of the distinction award for the school year is subject to change based on the board approval of funds.

- Payments are not guaranteed from year to year and only those qualifying in the year of payment will receive payment. Previous year payments have no bearing on the ongoing receipts of awards.
- There are always issues that arise that may cause a payment to be delayed beyond December. Longview ISD does not guarantee that employees will get their pay prior to leaving for the Christmas Holidays. We will do our best to clear up any issues and make the payments, however, it is at the discretion of Longview ISD to postpone the payments subject to more information or until an appeal has been heard by the committee. I suggest that employees do not assume they will be getting a check and make arrangements that are tied to these payments.
- All appeals must be submitted in writing by 4 p.m. January 12, 2024. Previous year awards are not appealable.

### **Eligible Campuses**

Longview High School and Longview Early Graduation High School are the only eligible campuses with teachers to be considered for CTE Model Awards if all other criteria are met.

### **Earning an Award**

Awards are based upon the percentage of students earning Industry Based Certifications from a teacher's direct classroom instruction during the current year. To earn an award, staff must meet the eligibility criteria.

### **Staff Award Amount Determinations**

Staff award amounts (if eligible) will be calculated once the final Industry Based Certifications of each graduating class are recognized and approved by the Texas Education Agency as listed below.

### **Notification of Award Amount**

Eligible staff will receive an award amount notification through a letter from the Human Resources Department during December of the year of payment.

### **Questions and Appeals**

#### *Questions*

Questions regarding award amount determinations or eligibility may be directed to Ms. Shalona McCray via email at [smccray@lisd.org](mailto:smccray@lisd.org).

#### *Appeals*

Appeals will be determined on a case by case basis and must be submitted in writing using the LIFT Appeal document no later than 4:00 p.m. Friday, January 12, 2024 to [smccray@lisd.org](mailto:smccray@lisd.org). Appeals submitted after this deadline will not be reviewed. Please complete and submit the LIFT Appeal documentation found at <https://w3.lisd.org/careers/LIFT/appeals-process>.

### **Notification for the Results of Appeal**

Notifications regarding the results of the appeal will be within 14 days of email or writing notice.