

1 *[Note: In accordance with S.L. 2016-94, sec. 36.1A, the board must award one-time merit-based*
2 *bonuses to employees in state-funded positions in accordance with its eligibility “policy.” DPI*
3 *has advised that a “plan” approved by the board in lieu of a formal policy is sufficient to meet*
4 *this requirement. This document provides an **optional** template for use in developing either a*
5 *policy or a plan. This document cannot be used as a policy or plan “as is.” Information*
6 *must be added in Sections A and B as indicated. Text in brackets and the footnotes should be*
7 *deleted in the final document.]*
8

9 The **Transylvania County Board of Education** (the “board”) will award one-time merit-based
10 bonuses to eligible employees in _____ 20__ **[specify month and year]** in accordance with the
11 plan outlined here and North Carolina Session Law 2016-94, section 36.1A. To be consistent
12 with law, the allocation of these one-time bonuses will not be across-the-board. The amount of
13 bonus awarded will not be added to the employee’s ongoing base salary and will not be
14 considered compensation for retirement purposes.

16 **A. ELIGIBILITY**

17
18 To be eligible for a one-time merit-based bonus, an employee must meet the requirements
19 established below.

21 **1. Position Requirements**

22
23 *[This section should identify the pool of employees who are potentially eligible*
24 *for merit-based bonuses, including (1) any criteria based on source of funding,*
25 *employee status, and/or position classification (state funds are provided only for*
26 *state-funded employees who are school administrators, central office employees,*
27 *or non-certified employees. Teachers and instructional personnel paid on the*
28 *teacher salary schedule are not eligible.) This section should also address*
29 *breaks in service, leaves of absence, transfers from other LEAs, and*
30 *separation.]*

32 **2. Performance Requirements**

33
34 *[This section should establish performance criteria sufficient to be awarded a*
35 *merit-based bonus. This could include a specified rating on the employee’s*
36 *performance evaluation and/or other criteria that demonstrate performance*
37 *worthy of merit recognition. The board could also specify criteria that would*
38 *make an employee ineligible for a merit bonus.]*

40 **3. Other Requirements**

41
42 *[This section is optional. It should include any other requirements established*
43 *by the board. If there are no other requirements, omit this section.]*
44

45 **B. AMOUNT OF BONUS**

46
47 The superintendent shall ensure that the total amount of funds awarded do not exceed the
48 amount of funds provided by the state for the purpose of providing merit-based bonuses.
49 Bonuses shall be allocated as follows:

50
51 *[This section should explain how available funding is to be allocated.]*
52

53 **C. POLICY SUNSET**

54
55 *[Omit this section if the board is not adopting this document as a policy.]*
56

57 This policy is effective for the 2016-2017 school year only unless the board takes further
58 action to continue it in effect.

59
60 *[Omit the information below if the board is not adopting this document as a policy.]*
61

62 Legal References: S.L. 2016-94, sec. 36.1A
63

64 Adopted: [DATE]

