



Licensed Administrator - Principal Retention Bonus Guidelines

Overview

Effective July 1, 2022, Portland Public Schools (PPS) adopts these guidelines to provide a Licensed Administrator - Principal Retention Bonus program to recognize the value for students to have consistent, highly effective building administrators. Principals with 7 years of experience as a Principal with PPS may be eligible for a \$3,000 retention bonus (bonus) if they meet all of the eligibility criteria below. The Bonus will be paid every three years beginning at the conclusion of the seventh year.

Bonuses will be paid at the end of an eligible Principals anniversary year. For example, a Principal who begins their tenth year of service July 1, 2023 will receive a \$3,000 bonus payment at the end of the school year with their June 30, 2024 paycheck.

Eligibility

A Principal must meet all of the following to receive the Bonus.

- Working as a principal in a school or school program. Principal Coaches or Principals on Special Assignments are not eligible for the stipend, nor do those years count toward retention years.
- Employed at PPS as a Principal for a minimum of 7 years.
 - Years may be non-consecutive if an individual moves to another position within PPS. For example, a four year Principal can move to a District office position such as Assistant Director for two years. The two years as Assistant Director will not be counted toward the time required to receive a Bonus. However, if the person moves back to a PPS Principal position, they will be eligible to receive the Bonus after finishing three more years.
- Years as an interim Principal will be counted if all other eligibility criteria are met.
- Must have worked 120 days or more in a year in a Principal position for the year to be counted (120 days is working half the school year/work days).
 - Protected leave time (FMLA/OFLA) will count toward the work day calculation; unprotected/unpaid leave will not.
- Must be employed as a regular employee on June 30th of the anniversary year.
- Years as a Principal may include a combination of any school grade level or program.
- Years as a Principal prior to a break in service from PPS will not count toward the 7 years.

General

- The Chief Human Resources Officer (CHRO) or their delegate shall interpret the program and prescribe such rules and procedures in connection with its operation as they shall deem to be necessary and advisable. All destinations, determinations, interpretations and other decisions under the program shall be within the CHRO's sole discretion, may be made at any time, and shall be final, conclusive, and binding upon all persons.
- PPS retains the discretion to amend, modify, suspend or terminate the program at any time. Neither these guidelines or any retention stipend awarded shall confer upon any person any right to continued employment by or service to PPS or affect in any manner the right of PPS to terminate the employment or service of any person at any time without liability. PPS will withhold any income tax or other amounts as

required by law, including any mandatory contributions under PERS or OPSRP, from any retention stipend paid under the program.

Implementation Year - 2022/23

To support the implementation of the program and to recognize our tenured Principals, the first year of the program will have prorated bonuses paid at the end of the school year. The bonus payments have been mapped below.

	8th Year	11th Year	14th Year	17th Year	20th Year	\$1,000.00
	9th Year	12th Year	15th Year	18th Year	21th Year	\$2,000.00
7th Year	10th Year	13th Year	16th Year	19th Year	22nd Year	\$3,000.00