

Licensed Administrator - CSI, TSI, and Title I School Principal Retention Stipend Guidelines

Overview

Effective July 1, 2022, Portland Public Schools (PPS) adopts these guidelines to provide a CSI, TSI, or Title I school principal retention stipend program to align compensation with the additional investments PPS directs to our CSI, TSI, and Title 1 schools. Principals at these schools may be eligible for an annual \$3,000 retention stipend if they meet all of the eligibility criteria below. The retention stipend will be paid at the end of each school year, starting with the school year ending June 30, 2023, with the eligible Principal's June 30th paycheck. Each retention period is one school year.

Eligibility

- Employed at PPS as a Principal at a CSI, TSI, or Title 1 school on June 30th, the last day of the retention period.
- If the Principal position begins after the start of the retention period, the stipend will be prorated based on the number of complete months the Principal has been in an eligible position during the retention period.
 - Note: individuals who leave prior to the end of the retention period (i.e. before June 30th) are not eligible for a prorated stipend.
- Must work 120 days or more in an eligible Principal position during the retention period (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.
- Temporary administrators are not eligible for the retention stipend. Temporary administrators are typically hired for more than 30 days but less than the full school year.
- Interim Principals are eligible for a retention stipend if all other eligibility criteria are met, as interim Principals are typically hired for the entire school year.

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.