**Academic Leadership Compensation Program (ALCP)**

*Standard Operating Procedures for Principals*

**Background** – In the past, HR received (most) ALCP stipend assignment information through the Position Planning Application in September, with later additions communicated through submission of an ALCP contract. Compensation was distributed in equal installments based on the number of paychecks remaining in the school year.

**Submitting Information to HR (New Process)**

ALCP assignments will now be communicated via the ALCP Assignment Form (a simple spreadsheet). Fully executed contracts will be submitted at the end of the year.

**New Payment Approach**

Teachers will receive biannual payments. If a role is assigned after the first semester, payment will be made in full at the end of the year.

**ALCP Assignment Form Submission Deadline**

Roles should continue to be assigned near the beginning of the year, but assignment information is not due to HR until the end of the first semester. By this time, role performance should be well underway, helping to combat past issues resulting in overpayments.

* **Deadline:** Last day of 2nd Quarter

**Payment Schedule**

Employees must be active to receive payments.

* **1st Semester Payment** - February
* **2nd Semester Payment** - June

**Late Additions**

Submit a revised ALCP Assignment Formhighlighting the addition(s).

* Assignments received after the 1st semester deadline will be paid at the end of the school year in full.

**Changes**

Submit a revised ALCP Assignment Formhighlighting the change(s).

* If the stipend amount is **raised**, the difference will be added to the final payment in June.
* If the stipend amount is **lowered**,
	+ Difference in pay **less than or equal to** final payment:
		- Final payment will be adjusted or cancelled.
	+ Difference in pay **exceeds** final payment:
		- Overpayment will be deducted from subsequent pay checks based on the error amount.
		- Final payment will be cancelled.

**Contracts**

* Upon acceptance of a role(s), have teachers sign an ALCP contract.
* Complete the certification at the end of the year and return the fully executed contract to Human Resources.