

## Teacher Salary Increase Allocation (TSIA)

### Frequently Asked Questions

#### **DISTRICT'S/CHARTER'S SHARE OF RECURRING \$550 MILLION (MAINTENANCE ALLOCATION)**

**Q1. For the district's/charter's share of the maintenance allocation in the 2022-23 fiscal year, is the district/charter required to maintain separate 80 percent and 20 percent allocations for the purpose of maintaining salary increases that occurred in previous fiscal years?**

A. No. The district's share of the \$550 million maintenance allocation should be treated as one amount used to maintain salary increases to full-time teachers and instructional personnel, as defined in [Section \(s.\) 1012.01\(2\)\(a\)-\(d\), Florida Statutes \(F.S.\)](#), who received salary increases from the TSIA in previous years.

**Q2. Can districts/charters use their allocation amount from the previous year as their maintenance allocation for 2022-23?**

A. No. Each district's share of the recurring \$550 million appropriation has been recalculated in accordance with 2022-23 base funding.

**Q3. What if the district's/charter's share of the maintenance allocation exceeds the cost to maintain the salary increases provided in previous years?**

A. Any remaining funds from the maintenance allocation may be combined with the district's or school's share of the current year's growth allocation; however, these funds must be split into the 50/50 percent allocations.

**Q4. What if the district's/charter's share of the maintenance allocation is not sufficient to cover the cost to maintain the salary increases provided in previous years?**

A. Other funding sources must be used to cover the shortfall. The additional \$250 million appropriated to TSIA in 2022-23 may not be used to pay for salary increases that were provided in previous fiscal years.

**Q5. Will maintenance allocation funds be distributed to districts before plans are reviewed by the Florida Department of Education (department)?**

A. Yes. Districts will begin receiving their maintenance allocation funds with the first Florida Education Finance Program (FEFP) distribution of the year. The department will withhold growth allocation funds from these payments until the submission of a board-approved and union-ratified plan that has been determined by the department to be compliant with the law. Districts should ensure that their charter schools are receiving their appropriate share of this funding at the start of each year.

## **FIRST FIFTY PERCENT OF THE ADDITIONAL \$250 MILLION GROWTH ALLOCATION**

### **Q6. How should the first 50 percent of the growth allocation be used?**

A. Fifty percent of each district's/charter's growth allocation should be used to increase the minimum base salary for all full-time classroom teachers, as defined in s. 1012.01(2)(a), F.S., to \$47,500 or the maximum amount achievable. For example, if Teacher A makes \$40,000 and Teacher B makes \$45,000, Teacher A will receive an increase of \$7,500 and Teacher B will receive an increase of \$2,500. If the \$47,500 target cannot be achieved, find the amount that is achievable using the first 50 percent of the growth allocation and provide increases for anyone under that amount. Do not increase teachers to different amounts due to years of experience, for example, increasing Teacher A to \$41,000 and Teacher B to \$46,000; each teacher under the minimum salary threshold should be increased to that minimum.

### **Q7. Can growth allocation funds be used to provide salary increases to paraprofessionals or substitute teachers?**

A. No. These funds may only be used to provide salary increases to full-time classroom teachers as defined in s. 1012.01(2)(a), F.S.

### **Q8. Can pre-kindergarten teachers be included in salary increases provided from the growth allocation?**

A. Yes, provided the teacher is categorized as a full-time classroom teacher as defined in s. 1012.01(2)(a), F.S., and provides instruction in a program funded by the FEFP. A full-time classroom teacher in a Voluntary Prekindergarten Program authorized by [ss. 1002.61](#) or [1002.63, F.S.](#), is eligible only if the teacher is providing exceptional education services to students with disabilities.

### **Q9. Can salary increases vary by experience level or years of service?**

A. No. Salary increases from this portion of the growth allocation must be used to increase salaries for any teacher under the new minimum base salary up to that amount and that amount only.

### **Q10. What options are available for a district or charter school that can achieve the \$47,500 minimum salary and still has funds available from the first 50 percent of the growth allocation?**

A. If the \$47,500 targeted minimum salary is achieved and the first 50 percent of the growth allocation has not been fully used, those funds can be combined with the remaining 50 percent of the growth allocation funds to provide salary increases according to the requirements for these funds. Alternatively, the funds may be used to further increase the minimum salary past \$47,500, provided the requirements associated with the first 50 percent of the growth allocation continue to be followed.

**Q11. How much of the first 50 percent of the growth allocation should a district or charter school use to raise the minimum base?**

A. If the district or charter is unable to achieve a minimum base salary of at least \$47,500, the entire first 50 percent of the growth allocation must be used as described in the response to Q6.

**REMAINING 50 PERCENT OF THE \$250 MILLION GROWTH ALLOCATION**

**Q12. How should the remaining 50 percent of the growth allocation be used?**

A. Once the first 50 percent of the growth allocation is fully used or the \$47,500 target is reached for all employees who were making less than \$47,500 prior to the salary increase, the remaining 50 percent of the growth allocation (and any remaining funding from the first 50 percent allocation) may be distributed to other full-time teachers who either did not receive a raise of at least 2 percent or did not receive a salary increase. It is important to note that you are not required to provide these teachers a 2 percent increase, as the 2 percent is strictly for eligibility purposes.

For example, assume that a school district achieved the \$47,500 minimum salary for all teachers, and before the increase Teacher A earned \$48,000, Teacher B earned \$47,000, and Teacher C earned \$45,000. Under this hypothetical scenario, the remaining 50 percent of the growth allocation may be used as follows:

- Teacher A would be eligible to receive an increase from the remaining 50 percent allocation, as Teacher A was ineligible for an increase from the first 50 percent allocation because Teacher A's salary was higher than the \$47,500 threshold.
- Teacher B would also be eligible to receive an increase from the remaining 50 percent allocation, as Teacher B would have received an increase of only \$500 to reach the \$47,500 minimum salary from the first 50 percent allocation, which is a 1.06 percent increase (less than 2 percent).
- Teacher C would not be eligible to receive an increase from the remaining 50 percent allocation because Teacher C's \$2,500 increase to the \$47,500 minimum salary threshold from the first 50 percent allocation is an increase of more than 2 percent.

You may also use the remaining 50 percent allocation to provide salary increases to other full-time instructional personnel as defined in s. 1012.01(2)(b)-(d), F.S.

**Q13. What if there are no teachers or instructional personnel who fit the eligibility requirements for the remaining 50 percent of the growth allocation?**

A. If there are no eligible staff members for the remaining 50 percent of the growth allocation, those funds can be used to further increase the minimum base salary for full-time classroom teachers established by the first 50 percent of the growth allocation. You must continue to follow the guidelines for these funds and may not use them to increase teacher salaries based on experience or years of service.

## **UNEXPENDED FUNDS**

### **Q14. Can funds be held and used for salary increases in the following fiscal year?**

A. No. TSIA funds are intended to be used for salary increases for eligible staff in the current fiscal year only and can only be used for expenditures incurred during that fiscal year. If there are any remaining funds at the end of the fiscal year, they should be returned to the department.

### **Q15. How should a charter school return any unexpended TSIA funds?**

A. Charter schools should return any unexpended TSIA funds to their sponsoring school district so that the funds may either be included in the district's plan or returned by the district to the department.

## **ADMINISTRATION**

### **Q16. What information needs to be included in a distribution plan for it to be compliant with the TSIA law?**

A. Beginning in 2022-23, the department has provided required templates to be used for school district or charter school distribution plans. Using these templates will ensure that all necessary information is included for the department to determine the plan's compliance with law.

### **Q17. Can a district or charter school use its own template for its distribution plan?**

A. No. If the provided templates are not used, the plan will need to be resubmitted.

### **Q18. What reporting requirements are in place for the TSIA?**

A. Districts and charter schools are required to meet the following deadlines:

- October 1, 2022 – Submit a compliant TSIA distribution plan to the department in accordance with Q16.
- December 1, 2022 – Submit a preliminary expenditure report and salary schedule to the department.
- August 1, 2023 – Submit a final expenditure report and salary schedule to the department.

### **Q19. What if a district/charter school's plan is not finalized by the October 1 due date?**

A. If a plan has not been both approved by the district school board (or charter governing board) and ratified by the teacher's union, a statement must be submitted to the department detailing what steps have been taken in this process and when the entity anticipates the submission of a board- approved and ratified plan.

**Q20. Can charter schools combine allocations for the purpose of submitting a single distribution plan?**

A. Yes, provided the charter schools are in the same school district and operated by the same charter management company.

**Q21. If a charter management company has grouped several of its charter school's plans in the same district together, should a plan for each school be submitted?**

A. No. Only one version of the plan is necessary. The provided plan template will allow the management company to include the school numbers grouped together in that plan.

**Q22. Can a district or school use additional funds to further increase the minimum base salary achieved through the TSIA?**

A. Yes. Districts and charter schools are encouraged to use other funds to supplement the salary increases provided through the TSIA. However, using additional funds to provide salary increases does not relieve a school district or charter school from using TSIA funds in accordance with the growth allocation requirements. For example, if a school district's TSIA growth allocation amount is \$100,000, and the district uses an additional \$25,000 to further increase teacher salaries for a total of \$125,000, \$50,000 of the TSIA growth allocation amount must be used to increase the minimum base salary for full-time classroom teachers and the remaining \$50,000 must be used in the manner described in Q12. The additional \$25,000 may be used before or after the application of TSIA funds in any other manner the school district or charter school sees fit.

**Q23. Should a staff member who was terminated or voluntarily separated from the district or school be entitled to back pay of salary increases?**

A. Yes. A staff member would be entitled to the portion of the salary increase they should have received if the raise had gone into effect at the beginning of the year. For example, a staff member who was earning \$40,000 before the TSIA increase and who was entitled to \$45,000 after the TSIA increase, but was either terminated or resigned after the first three months of the year, would be entitled to a payment of \$1,250 (under the assumption that this staff member was being paid over a 12-month period).

**Q24. How should the salary increases be distributed to teachers and instructional staff if the funds were withheld until later in the year?**

A. Once TSIA funds are released to a district or charter school, it is recommended that the district or charter school catch up the salaries to the point where they would have been if the funds had been available at the beginning of the year.

**Q25. Are teachers who are employees of contracted Department of Juvenile Justice (DJJ) vendors eligible for salary increases from the TSIA?**

A. No. Only teachers who are employees of school districts, developmental research laboratory schools, and charter schools are eligible for salary increases from the TSIA. School districts do not have control over the salaries of teachers who work for contracted DJJ vendors. District-managed programs may be eligible to receive these funds if the district has control over the classroom teacher salaries.

**Q26. What basis should school districts use for allocating TSIA funds to charter schools?**

A. The FEFP allocates TSIA funds to school districts based on each district's share of the state total base funding, which is calculated using weighted full-time equivalent (FTE) student membership. School districts should use weighted FTE to calculate a charter school's TSIA allocation. Districts should also provide charter schools with information regarding how much of their allocation is attributed to the maintenance allocation and how much is for the growth allocation.

**Q27. Can school districts recalculate a charter school's allocation throughout the year?**

A. The TSIA will be frozen in the FEFP as of the 2022-23 FEFP Second Calculation in July 2022. The department recommends that school districts *not change* charter school allocations after this point.

**Q28. Should a district/charter submit the December 1 preliminary expenditure report referenced in Q18 if it has not submitted a complaint plan?**

A. No. Preliminary expenditure reports should not be submitted until the entity has submitted a board-approved and ratified distribution plan that has been determined to be compliant by the department.

**Q29. Do districts need to use TSIA funds to comply with the minimum base salary increase requirements in s. 1012.22, F.S.?**

A. This statute requires school districts to ensure that the minimum base salary for full-time classroom teachers increases by at least 75 percent of the largest adjustment for an employee on the grandfathered salary schedule if the minimum base salary prior to this increase equals or exceeds \$47,500. The increase must be at least 150 percent of the largest adjustment for an employee on the grandfathered salary schedule if it is less than \$47,500. This requirement does not have to be met solely with TSIA funds, but can be achieved using a combination of TSIA funds and other funds, other funds only, or only TSIA funds. This is a general requirement and not a TSIA-specific requirement.

Although not limited to the TSIA funds, districts should be sure to comply with the required salary adjustment range as related to performance rating, as outlined in s. 1012.22(1)(c)5.b., F.S.

**Q30. When must a district begin to pay its charter schools their proportionate share of growth allocation?**

A. Pursuant to s. 1011.62(14)(a) and (c), F.S., a district must begin distribution of growth allocation to a charter school when the charter school has submitted a governing board-approved plan to the district, regardless of whether the district has submitted its plan to the department and regardless of whether the department's review indicates the charter school's plan is compliant with law.

**Q31. What if the district is ready to submit its approved plan, but only some or none of the approved charter school plans have been submitted to the district?**

A. The district should submit its district school board-approved TSIA plan to the department. As the district receives the governing board-approved TSIA plans from its charter schools, it should submit them immediately to the department.

**Q32. What if the charter school submitted an approved plan to the school district, but the district is not ready to submit its TSIA plan?**

A. The district should submit governing board-approved charter school plans to the department as soon as they are received, regardless of the status of the district's TSIA plan, and begin distribution of the growth allocation to the charter schools that have submitted a governing board-approved plan to the district.

**Q33. What if the department, upon review, finds a charter school plan not in compliance? Does the district still have to begin distributing funding to the charter school?**

A. Yes. Section 1011.62(14)(a), F.S., requires only that a governing board-approved plan be submitted to the district to initiate payment.

**Q34. After receipt of the growth allocation from the district, when are charter schools required to pay teachers?**

A. Charter schools are encouraged to pay the growth allocation only after notification from the department that the charter school's plan is compliant with law. In the event that a school begins implementing a plan that is not compliant, it is the charter school's responsibility to recover any funds from its teachers/staff after it amends its plan to comply with law.

**COMMONLY USED TERMINOLGY**

Total Allocation – The amount a district/charter school has that represents its proportionate share of the \$800 million TSIA Allocation.

Maintenance Allocation – The district's or charter school's share of the recurring \$550 million portion of the total TSIA.

Growth Allocation – The district’s or charter school’s share of the additional \$250 million appropriated for the TSIA in 2022-23.

Maintenance Cost – The amount necessary for a district or charter school to maintain the TSIA salary increases provided in previous years. This cost may exceed or be less than the entity’s maintenance allocation.