



**SCHOOL DISTRICT OF OKALOOSA COUNTY
TECHNICAL ASSISTANCE MEMORANDUM
FINANCE**

FINANCE TAM: 2023-029
CONTACT: Mandy Jeter, Payroll Supervisor
TELEPHONE: 833-5849

TO: Selected Principals
FROM: Julie Perry, Chief Financial Officer *Julie A. Perry*
DATE: April 13, 2023
SUBJECT: Career and Professional Education (CAPE) Bonuses

Pursuant to Florida Statutes (Section 1011.62), the District is statutorily required to pay bonuses to Career and Professional Education (CAPE) instructors (see attached Statute). The amount which an instructor will be paid is based on the following criteria:

- A bonus in the amount of \$25 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.10.
- A bonus in the amount of \$50 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.20
- A bonus in the amount of \$75 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.30.
- A bonus in the amount of \$100 for each student taught by a teacher who provided instruction in a course that led to the attainment of a CAPE industry certification on the CAPE Industry Certification Funding List with a weight of 0.50 or 1.00.
- Bonuses awarded shall be provided to teachers who are employed by the District in the year in which the additional FTE membership calculation is allocated (fiscal year 2022-2023).
- Bonuses shall be calculated based upon the associated weight of a CAPE industry certification on the CAPE Industry Certification Funding List for the year in which the certification is earned by the student (fiscal year 2021-2022).
- Bonuses awarded to a teacher shall be in addition to any regular wage or other bonus the teacher received or is scheduled to receive.
- A bonus may not be awarded to a teacher who fails to maintain the security of any CAPE industry certification examination or who otherwise violates the security or administration protocol of any assessment instrument that may result in a bonus being awarded to the teacher under this paragraph.

Schools do not have the necessary information to properly complete the bonus forms; therefore, the Career & Technical Education Department will be completing the bonus forms on behalf of the schools. The bonus forms will be sent to each school, and the school will be responsible for adding the Employee ID. Once the principal signs the forms, they will need to be submitted to Payroll for processing.

The signed forms must be received in Payroll prior to Monday, May 15, 2023, in order for the instructors to receive bonuses in their May paychecks. You may either place the signed forms in the courier OR e-mail a PDF of the signed forms to your Payroll contact.

Should you have any questions or need additional information, please call Mandy Jeter at 833-5849.

Attachments: Florida Statutes & Bonus Forms

cc: Senior Staff
Career & Technical Education Program Director
Payroll Supervisor
School Bookkeepers