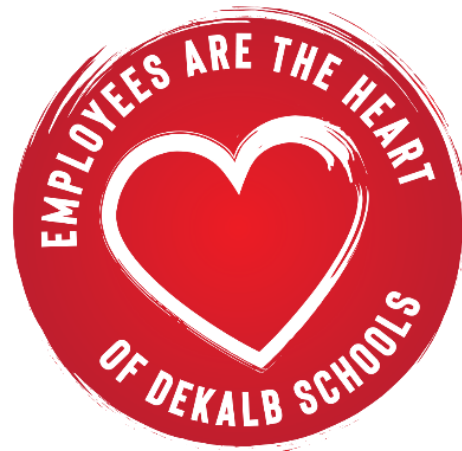




**Board of Education Approved**  
***Staffing Incentives and Referral Guidelines***  
**FY 2023-2024**

The DeKalb County School District is dedicated to recruiting and retaining highly qualified staff to directly support academic achievement. We value our employees' drive, talent, and commitment to supporting the growth and development of our most precious asset - our students. Every day, in every way, DCSD employees go above and beyond to serve and keep students first. Thank you DCSD employees for all that you do. Know that you are the "HEART" of our district!





## Retention Incentives

Current Teachers and All Other Full-Time Employees	Current Exemplary Teachers Who Transfer to Horizon/Hard to staff schools in Regions 5-7
<b>\$2000</b>	<b>\$4000</b>
<ul style="list-style-type: none"> <li>• Full-time classroom teachers only</li> <li>• The incentive is paid in two (2) installments.</li> <li>• This incentive is a one-time offer and is NOT a factor of the employee’s entitled salary.</li> </ul> <p><b><u>DETAILS/CRITERIA</u></b></p> <ul style="list-style-type: none"> <li>• <i>Must be a current full-time active DCSD Employee (part-time, temporary agency/contract personnel NOT eligible).</i></li> <li>• <i>First installment will be distributed on or before October 31, 2023. All recipients must be employed with the district at the time of distribution to receive the Retention Incentive.</i></li> <li>• <i>Second installment will be distributed on or before June 30, 2024. All recipients must be employed with the district at the time of distribution to receive the Retention Incentive.</i></li> <li>• <i>If the employee terminates after June 30, 2024, the employee is not required to repay any portion of the incentive.</i></li> <li>• <i>The Retention Incentive is a one-time offer for the 23-24 school year and is NOT a factor of the employees’ entitled salary.</i></li> <li>• <i>Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.</i></li> </ul> <p><b>**This incentive is contingent upon budget authority for the 2023-2024 school year.</b></p>	<ul style="list-style-type: none"> <li>• Full-time classroom teachers only</li> <li>• The incentive is paid in two (2) installments.</li> <li>• This incentive is a one-time offer and is NOT a factor of the employee’s entitled salary.</li> <li>• Must remain employed with DCSD for a minimum of <b>two (2) consecutive years</b>; if offered a 2nd consecutive year contract.</li> <li>• Current teachers in a Horizon/Hard to staff schools in Regions 5-7 are ineligible to apply.</li> </ul> <ul style="list-style-type: none"> <li>• Teachers must meet the following requirements to be eligible:               <ul style="list-style-type: none"> <li>✓ <i>Must have proficient/exemplary evaluations for the last 2 years</i></li> <li>✓ <i>Must have been employed with the district for at least 2 years</i></li> <li>✓ <i>Must have shown stability positive gains according to the CCRPI last year</i></li> <li>✓ <i>Must be subject to subject- i.e.- Math teacher to math teacher</i></li> <li>✓ <i>Must be level to level-- i.e.- High school to high school</i></li> <li>✓ <i>Must apply through the Exemplary Teacher Transfer Process</i></li> </ul> </li> </ul> <p style="text-align: center;"><b>** ADDITIONAL DETAILS BELOW</b></p> <p><b>**This incentive is contingent upon budget authority for the 2023-2024 school year.</b></p>



## Details/Criteria:

**Exemplary Teacher Transfer Incentive- Current teachers who accept a transfer to a Horizon School or select hard to staff schools in Regions 5, 6 or 7 - \$4,000**

- Must be a current full-time active DCSD Employee (part-time, temporary agency/contract personnel NOT eligible).
- Individuals selected for this incentive:
  - *Must have proficient/exemplary evaluations for the last 2 years*
  - *Must have been employed with the district for at least 2 years*
  - *Must have shown stability positive gains according to the CCRPI last year*
  - *Must be subject to subject- i.e.- Math teacher to math teacher*
  - *Must be level to level-- i.e.- High school to high school*
- Teachers who meet all requirements will be required to **submit an application**. **Note, teachers who apply for a transfer through the normal district transfer process are not automatically eligible.** Individuals must apply through the Exemplary Teacher Transfer process.
- Teachers who are involuntarily reassigned are **NOT** eligible for the Exemplary Teacher Transfer Incentive.
- If selected, all reassignments must take place on or before **August 7, 2023** in order to be eligible for the FY24 Exemplary Teacher Transfer Incentive.
- All recipients of the Exemplary Teacher Transfer Incentive **must sign an agreement** to remain employed with DCSD for a minimum of **two (2) consecutive years**; If offered a 2nd consecutive year contract.
- **First installment** will be distributed on or before **October 31, 2023**. All recipients must be employed with the district at the time of distribution to receive the Exemplary Teacher Transfer Incentive.
- **Second installment** will be distributed on or before **June 30, 2024**. All recipients must be employed with the district at the time of distribution to receive the Exemplary Teacher Transfer Incentive.
- If the employee terminates prior to fulfilling the 2-year commitment (if offered a 2<sup>nd</sup> consecutive contract), the employee will forfeit a portion of the Exemplary Teacher Transfer Incentive. (Any resignation on or before **December 31, 2024**, the employee **will forfeit \$1,000** (internal promotions excluded).
- The Exemplary Teacher Transfer Incentive is a **one-time offer for the 23-24 school year** and is NOT a factor of the teacher's contracted entitled salary.
- Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.
- This incentive is contingent upon budget authority for the 2023-2024 school year.



## New Hire Incentives

Teacher	Teacher (Hard to Fill)	Bus Driver/SRO
<b>\$3000</b>	<b>\$4000</b>	<b>\$2500</b>
<ul style="list-style-type: none"> <li>• Full-time classroom teachers only</li> <li>• The incentive is paid in two (2) installments.</li> <li>• This incentive is a one-time offer and is NOT a factor of the employee’s entitled salary.</li> <li>• Must remain employed with DCSD for a minimum of two (2) consecutive years (if offered a 2nd consecutive year contract).</li> </ul> <p style="text-align: center;"><b>** ADDITIONAL DETAILS BELOW</b></p> <p><b>**This incentive is contingent upon budget authority for the 2023-2024 school year.</b></p>	<ul style="list-style-type: none"> <li>• Full-time classroom teachers only</li> <li>• The incentive is paid in two (2) installments.</li> <li>• This incentive is a one-time offer and is NOT a factor of the employee’s entitled salary.</li> <li>• Must remain employed with DCSD for a minimum of two (2) consecutive years (if offered a 2nd consecutive year contract).</li> <li>• The hard-to-fill teaching positions will include:               <ul style="list-style-type: none"> <li><b>Middle &amp; High School</b></li> <li>✓ Math</li> <li>✓ Science</li> <li><b>Elementary, Middle, &amp; High School</b></li> <li>✓ Mild/Moderate Intellectual Disability</li> <li>✓ Severe Intellectual Disability</li> <li>✓ Deaf and Hard of Hearing</li> <li>✓ Orthopedic Impairment</li> <li>✓ Visually Impaired</li> <li>✓ Speech Language Pathologist</li> </ul> </li> </ul> <p style="text-align: center;"><b>** ADDITIONAL DETAILS BELOW</b></p> <p><b>**This incentive is contingent upon budget authority for the 2023-2024 school year.</b></p>	<ul style="list-style-type: none"> <li>• Full-time bus drivers and school resource officers only</li> <li>• The incentive is paid in two (2) installments.</li> <li>• This incentive is a one-time offer and is NOT a factor of the employee’s entitled salary.</li> <li>• Must remain employed with DCSD for a minimum of two (2) consecutive years.</li> </ul> <p style="text-align: center;"><b>** ADDITIONAL DETAILS BELOW</b></p> <p><b>**This incentive is contingent upon budget authority for the 2023-2024 school year.</b></p>



## Details/Criteria:

**New Hire Teacher Incentive- All newly hired classroom teacher \$3000; Newly hired middle or high school teacher in the areas of Math & Science or elementary, middle and high school in select Special Education Fields: \$4000**

- Eligible recipients must be hired into a full-time position on or before **October 1, 2023** to receive the full incentive. Any new teacher hired after **October 1, 2023** will only receive half of the incentive.
- Returning teachers (**rehires**) must have a **one (1) year break-in-service** from DCSD to be eligible for the New Hire Teacher Incentive.
- All recipients of the New Hire Teacher Incentive **must sign an agreement** to remain employed with DCSD for a minimum of two (2) consecutive years (if offered a 2nd consecutive year contract).
- **First installment** will be distributed **on or before October 31, 2023**. All recipients must be employed with the district at the time of distribution to receive the New Hire Teacher Incentive.
- **Second installment** will be distributed **on or before June 30, 2024**. All recipients must be employed with the district at the time of distribution to receive the New Hire Teacher Incentive.
- If the employee terminates prior to fulfilling the 2-year commitment (if offered a 2nd consecutive contract), the employee will forfeit a portion of the New Hire Teacher Incentive. **Any resignation on or before December 31, 2024 the employee will forfeit \$1,000** (internal promotions excluded).
- The New Hire Teacher Incentive is a **one-time offer for the 23-24 school year** and is NOT a factor of the teacher's contracted entitled salary.
- Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.
- **Positions included in the New Hire Teacher Incentive include:** all full-time teachers in any certified classroom teaching position in the DeKalb County School District.
- **Positions included in the New Hire Teacher Incentive for Math, Science, and Select Special Education Positions include:** any certified classroom teaching position in middle or high school in the areas of Math and Science or elementary, middle and high school in selected special education: Mild/Moderate Intellectual Disabilities, Severe/Profound Intellectual Disabilities, Deaf Hard of Hearing, Visually Impaired or Speech Language Pathologist in the DeKalb County School District.
- This incentive is contingent upon budget authority for the 2023-2024 school year.



## New Hire Bus Drive and SRO Incentive – \$2500

- Eligible recipients must be hired into a full-time position on or before **October 1, 2023** to receive the full incentive. Any new bus driver or school resource officer hired after **October 1, 2023** will only receive half of the incentive.
- Returning bus drivers/SRO (**rehires**) must have a **one (1) year break-in-service** from DCSD to be eligible for the New Hire Bus Driver/SRO Incentive.
- All recipients of the New Hire Bus Driver/SRO Incentive **must sign an agreement** to remain employed with DCSD for a minimum of two (2) consecutive years.
- **First installment** will be distributed **on or before October 31, 2023**. All recipients must be employed with the district at the time of distribution to receive the New Hire Bus Driver/SRO Incentive.
- **Second installment** will be distributed **on or before June 30, 2024**. All recipients must be employed with the district at the time of distribution to receive the New Hire Bus Driver/SRO Incentive.
- If the employee terminates prior to fulfilling the 2-year commitment, the employee will forfeit a portion of the New Hire Bus Driver/SRO Incentive. **Any resignation on or before December 31, 2024, the employee will forfeit \$1,000** (internal promotions excluded).
- The New Hire Bus Driver/SRO Incentive is a **one-time offer for the 23-24 school year** and is NOT a factor of the employee's entitled salary.
- Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.
- This incentive is contingent upon budget authority for the 2023-2024 school year.





## Referral and Attendance Incentives

<b>Employee Referral</b>	
<b>\$200</b>	
<ul style="list-style-type: none"> <li>• Full-time, part-time and substitute employees only</li> <li>• Unlimited employee referrals</li> <li>• Referred candidates that are considered a promotion and rehire (less than a 2-year break in service) are ineligible.</li> <li>• DCSD employees in the following categories are ineligible to receive the incentive:             <ul style="list-style-type: none"> <li>✓ Members of the HR Team</li> <li>✓ Hiring manager for that given role</li> <li>✓ School-Based administrators (Principals, Assistant Principals)</li> <li>✓ Temporary agency or contract agency employees</li> </ul> </li> <li>• Active DCSD employees (i.e. Full-time, Part-time and Substitutes) are eligible to receive \$200 when they refer a candidate to the district. Auxiliary employees – temporary agency, contract agency, community coach, etc – are NOT eligible.</li> <li>• Payout is in one payment per semester</li> </ul>	<p><b><u>DETAILS/CRITERIA</u></b></p> <ul style="list-style-type: none"> <li>• There is no limit on the number of employee referrals an employee can receive, as long as all requirements are met.</li> <li>• Referred candidates that are considered a promotion or rehire (less than a 2-year break in service) are ineligible.</li> <li>• When a new potential candidate is applying for a position, the candidate must list the DCSD employee on their Frontline application under the Active Employee Referral Information section.</li> <li>• The full-time new hire must be employed a minimum of 30 days before payout is initiated. For part-time and substitute employees, the payout will be initiated after the new hire has worked a minimum of 30 days and met a minimum of 160 hours.</li> <li>• To receive the supplement, the referring DCSD employee must be an active employee on the date of the incentive payout.</li> <li>• Referrals submitted to any other person or team (i.e., a school leader, leadership team, or grade team) or through another forum (e.g., email or text) will NOT be processed.</li> <li>• The new hire can only list one DCSD employee on Frontline application under the Active Employee Referral Information section.</li> <li>• Payout will be made in one payment per semester. This supplement is separate from payroll and is non-pensionable. Taxes will be withheld.</li> <li>• Additional rules/guidance and policies may also apply.</li> </ul>



<b>Meritorious Attendance</b>	
<b>\$500</b>	
<ul style="list-style-type: none"> <li>• Full-time employees only</li> <li>• Eligible candidates will have used two (2) days (or less)</li> <li>• Types of absence that will be considered:             <ul style="list-style-type: none"> <li>○ Personal Leave</li> <li>○ Sick Leave</li> <li>○ Bereavement (Religious leave)</li> </ul> </li> <li>• <i>Vacation leave is excluded</i></li> <li>• Payout is in one payment per semester</li> </ul>	<p><b><u>DETAILS/CRITERIA</u></b></p> <ul style="list-style-type: none"> <li>• All full-time employees are eligible for Meritorious Attendance incentive (Part-time, substitute, temporary agency or contract agency employees are NOT eligible).</li> <li>• Full-time employees who use two (2) days or less of leave (per semester) will be eligible for \$1000 supplement (\$500 per semester). This includes personal leave, sick leave, bereavement days, etc. Vacation leave is excluded.</li> <li>• Absent for duty less than (2) days per semester:             <ul style="list-style-type: none"> <li>○ 1st semester between July 1, 2023 to December 15, 2023 - \$500.00</li> <li>○ 2nd semester between January 1, 2024 to May 15, 2024 - \$500.00</li> </ul> </li> <li>• Payout will be made in one payment per semester. This supplement is separate from payroll and is non-pensionable. Taxes will be withheld.</li> <li>• Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.</li> </ul>