



## FY22 Recruiting and Retention Incentive Program Frequently Asked Questions (FAQs)

### GENERAL QUESTIONS

**1. Will these supplements be a part of my semi-monthly check?**

No, the FY22 Recruitment and Retention monies will be paid separately from your base salary via your standard method of payment.

**2. Will taxes be deducted from the supplements?**

Yes, all applicable taxes will be deducted at your standard tax rate. Supplements are non-pensionable (i.e., TRS, ERS, 403B, etc.).

**3. Are part-time teachers, part-time custodians, and part-time counselors considered salaried employees?**

No, part-time employees who receive an hourly pay rate and have hours keyed to receive compensation are considered **hourly**.

**4. What is an auxiliary employee, and do they qualify for the Incentive Program?**

Teacher tutors, community coaches, and extra activity workers are considered auxiliary employees. No, auxiliary employees are not eligible and do not receive supplements.

**5. Are crossing guards eligible for the Incentive Program?**

Crossing guards are considered part-time employees and must the guidelines for each supplement.

**6. Are employees who have submitted their resignations eligible for future scheduled supplements?**

Employees must be active at the time of payout to receive the supplement. If the supplement is scheduled for release after the resignation effective date, the employee will not receive it.

**7. If an employee has additional questions, what should they do?**

- First, refer to the R and R incentive link on the DCSD website <https://www.dekalbschoolsga.org/hr/perks-and-benefits/>.
- Next, speak to your site/building administrator.
- Lastly, if employees still have unanswered questions, email Human Resources at [DivisionOfHumanResources@dekalbschoolsga.org](mailto:DivisionOfHumanResources@dekalbschoolsga.org).

### NEW HIRE SUPPLEMENT

**1. Who is eligible for the New Hire Supplement?**

- Newly hired employees for the FY22 (July 1 – November 1, 2021)
- Employees who resigned during the FY21 (July 2020 – 2021 school year) are **NOT** eligible
- Temporary agency and third-party contract employees are **NOT** eligible
- New hires must sign an agreement to remain with the District for FY22

**2. Would an employee be eligible if they worked during the 2020-2021 school year but resigned and returned for the 2021-2022 school year?**

No, employees who received compensation for the 2020-2021 school year are not considered a New Hire for FY22

**3. What happens if an employee resigns before the end of the school year?**

Employees may forfeit a portion of the dollar amount of the New Hire Supplement if they resign before June 30, 2022.

**4. What is the amount of the New Hire Supplement?**

\$2,000

Instructional student-facing employees are also eligible for the following:

- a. Additional **\$500** for high demand positions:
  - i. Math, Science, and Special Education
- b. Additional **\$500** for Horizon Schools
- c. Additional **\$500** for Deaf-Hard of Hearing Teachers

**5. If an employee was promoted from paraprofessional to teacher, are they eligible for the New Hire supplement?**

No, promotions are not eligible for the New Hire Supplement. The employee would be eligible for the Retention Supplement.

**6. Why do new employees only receive a 3% Retention Supplement and not 6%?**

New hires received the New Hire Supplement in lieu of the first 3% installment of the Retention Supplement.

**CONCURRENT TEACHING SUPPLEMENT**

**1. Who qualifies for the Concurrent Teacher Supplement?**

Approved certified teachers who provide instruction to students in-person and virtually, simultaneously. A teacher must have a signed Concurrent Teaching Agreement with approval from both the Principal and the Regional Superintendent to qualify for the supplement. If the District moves to remote working, this bonus will be discontinued.

**2. How much is the Concurrent Teaching Supplement?**

\$3,500. The one-time supplement will be paid in four monthly payments. Employees who start late or discontinue concurrent teaching will receive a reduced amount.

**3. If a teacher is receiving a Concurrent Teaching Supplement, is the paraprofessional in the same classroom eligible for the supplement?**

No, paraprofessionals are **NOT** eligible for concurrent teaching.

**LOYALTY AND LONGEVITY SUPPLEMENT**

**1. How much is the Loyalty and Longevity Supplement?**

\$1500

## **2. Who qualifies for the Loyalty and Longevity Supplement?**

Full-time employees who were ineligible for the FY22 step increase.

- Employees with a salary at or above the maximum salary step for their position (i.e., step 30 or higher for certified employees or step 25 or higher for non-teaching employees).
- Paid at flat rate due to their position (Pre-K Non-Certified Teacher, Pre-K paraprofessional)
- JROTC Instructors

## **3. Where can I find my salary step?**

Employees can find their salary step on the FY22 Compensation Plan that they received in August. The first three characters represent the salary schedule type, and the last two characters represent the salary step placement.

## **VACCINATION SUPPLEMENT**

### **1. How much is the Vaccination Supplement?**

\$1,000

### **2. How does an employee submit their vaccination card?**

Documentation should be submitted electronically through the Vaccination Submission Form. All employees will be expected to submit information AND upload an official copy of their vaccination card within the designated window. Employees **MUST** be logged into their DCSD Microsoft 365 account to complete the form.

### **4. What are the criteria for receiving the Vaccination Supplement?**

Employees must be fully vaccinated based on CDC guidelines. Employees must show proof of vaccination by submitting their vaccination card through the Vaccination Submission Form. A DCSD News Flash memo with details of the program was sent to all employees on Tuesday, October 19, 2021. All other updates are available at <https://www.dekalbschoolsga.org/hr/perks-and-benefits/>.

### **3. What if an employee has only had one vaccination shot? Should the employee submit information now?**

If two shots are required for full vaccination, you must have both shots completed and information submitted by October 29, 2021, to receive the supplement. There will be another submission period in January 2022. Employees who have had the Johnson & Johnson's Janssen vaccination are considered fully vaccinated per CDC guidelines and are eligible to submit information with one dose recorded.

### **4. Are all employees eligible?**

Yes, all full-time, part-time, and active substitutes (who worked a minimum of 160 hours within the specified timeframe) are eligible. Auxiliary and third-party contracted employees are not eligible.

### **5. What if an employee has not been vaccinated, but would like to receive the Vaccination Supplement?**

Employees will have one additional window to submit documentation in January 2022.

**6. What if an employee makes a mistake on their vaccination submission?**

The Vaccination Verification Team will contact employees if there are any questions or concerns with the submission process. If an employee must resubmit information or documentation, they will be provided with additional instructions from the Vaccination Verification Team.

**7. Can the Vaccination Submission Form be reset?**

No, the form cannot be reset. The Vaccination Verification Team will contact employees if there are any questions or concerns with the submission process. If an employee must resubmit information or documentation, they will be provided with additional instructions from the Vaccination Verification Team.

**8. What if an employee has never logged into their DCSD email or used DCSD Microsoft 365?**

All DCSD employees with an assigned employee identification (EID) number have a DCSD email address and Office 365 account. An employee should contact their site supervisor or the Information Technology (IT) Helpdesk for assistance with access.

**WELLNESS SUPPLEMENT**

**1. What is the purpose of the Wellness Supplement?**

The Wellness Supplement is developed to support wellness and well-being. It can be used for an array of wellness services such as massages, gym membership, counseling, etc.

**2. What is the amount of the Wellness Supplement?**

- \$500 for full-time employees.
- \$250 for hourly, part-time and substitute employees. Substitutes must work a minimum of 160 hours by February 28, 2022, to be eligible.

**3. When will the Wellness Supplement be distributed?**

Distribution is scheduled for Spring 2022.

**4. What documentation will an employee need to submit to be eligible?**

Employees must complete an online form identifying their wellness activities. A DCSD News Flash memo with details of the program will be sent to all employees during the second semester. All other updates are available at <https://www.dekalbschoolsga.org/hr/perks-and-benefits/>.

**MERITORIOUS ATTENDANCE REWARDS PROGRAM (MARP)**

**1. What is the amount of the Meritorious Attendance Rewards Program (MARP)?**

\$500

**2. When will the program start?**

Beginning October 1, 2021

**3. Who is eligible?**

Employees hired by October 1, 2021, and paid on Salary Schedule 123 and below are eligible.

**4. What are the criteria to receive the MARP?**

Absent for duty for less than three (3) days from July 1, 2021, to March 31, 2022. Vacation leave is excluded.

**5. When will the distribution occur?**

Distribution is scheduled for May 2022. If the District moves to remote working, this bonus will not be implemented.

**6. Where can I find my salary schedule?**

Employees can find their salary step on the FY22 Compensation Plan that they received in August. The first three characters represent the salary schedule type, and the last two characters represent the salary step placement.

**PRESERVATION BONUS MATCH PROGRAM**

**1. What is the purpose of the Preservation Bonus Match Program?**

The Preservation Bonus Match Program was designed to encourage teachers and paraprofessionals who intend to separate from DCSD to work for another Metro Atlanta Area District because of a bonus offered by the other District to remain with DCSD.

**2. What is the amount of the Preservation Bonus Match Program?**

The amount will be matched up to \$3,500.

**3. What proof is needed to qualify for the Preservation Bonus Match Program?**

- An offer of employment letter from another Metro Atlanta Area District
- Verification of the signing bonus amount from the other Metro Atlanta Area District
- Must be eligible for release from your DCSD contract

**4. Will DCSD match the signing bonus from another District?**

DCSD will match the signing bonus (up to \$3,500) from another Metro Atlanta Area District if you meet the criteria and agree to remain with DCSD.

**5. What are the stipulations surrounding the Preservation Bonus Match Program?**

This incentive cannot be received in conjunction with the DCSD New Hire Supplement. Newly hired employees who receive the New Hire Supplement and express the intent to separate from DCSD will violate the New Hire Supplement Agreement and be subject to recoupment of the New Hire Supplement.

**6. When does this program end?**

This program ends March 1, 2022

**EMPLOYEE REFERRAL PROGRAM**

**1. What is the referral amount?**

\$200.00 per referral

**2. Who is eligible to make a referral?**

DCSD employees are eligible with the following exceptions:

- Members of Human Resources
- The hiring manager for the position
- School-based administrators (Principals and Assistant Principals)

**3. How will the New Hire identify the DCSD employee as the referring source?**

The new hire must list the referring employee on their DCSD Frontline application in the referral section.

**4. When will the referring employee receive the Referral Supplement?**

The following criteria must be met to receive the supplement.

- The new hire must be employed for 30 days.
- The referring employee must be listed on the new hire's Frontline application.
- The referring employee must complete the online Employee Referral Form.

**5. Can more than one person receive credit for a referral?**

No, the first person to submit a candidate's name on the Employee Referral Form and is listed on the candidate's application will receive the incentive.

**6. How will HR know that an employee has referred someone?**

The applicant will include the employee's name on the Frontline application, and the employee will complete the Employee Referral Form.

**7. When can an employee expect to be paid after they have submitted the Employee Referral Form?**

Supplements will be initiated after the new hire's 30 day work period.

**8. Where can an employee submit an Employee Referral form?**

A News Flash memo with details of the program will be sent to all employees. All other updates are available at <https://www.dekalbschoolsga.org/hr/perks-and-benefits/>

**9. Is there a limit to the number of referrals an employee can make?**

Human Resources reserves the right to limit the number of referrals based on funding availability.

**10. Would an employee be eligible for the Referral Supplement if the referral was made before the program was implemented?**

Details regarding this scenario are forthcoming. Referrals made prior to this school year (FY22) are not eligible.