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**INTEROFFICE MEMORANDUM**

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**To:** DCSD Employees  
**From:** Dr. Michelle Jones, Interim Chief Human Resources Officer  
**Through:** Mrs. Cheryl Watson-Harris, Superintendent  
**Subject:** Recruitment & Retention Incentive Program Update  
**Date:** October 20, 2021

Greetings Valued DCSD Employees:

Recently, the DeKalb County School District announced a Comprehensive Recruitment and Retention Incentive Plan for all district personnel. The Board and Superintendent have committed to recognizing and supporting the ongoing efforts of **all district employees**. To help answer questions regarding the Recruitment and Retention Incentive Plan, an FAQ document has been created (attached).

The first phase of payments for the Recruitment & Retention Incentive Program supplements were released on September 28, 2021.

Those supplements included:

- New Hire Supplement (for new hires hired or processed by September 21, 2021)
- Retention Supplement for returning employees (first of two installments)
- Concurrent Teaching Supplement (first of four installments)

The second phase of payments are scheduled for release on October 21, 2021.

Those supplements included:

- New Hire Supplement (for certified, student-facing employees eligible for additional supplement, i.e. high needs areas, horizon school, etc.)
  - Must submit the [New Hire Agreement](#)
- Concurrent Teaching Supplement (second of four installments)
- Loyalty and Longevity Supplement (one-time payment)

In preparation for the third phase of payments that are scheduled for release in November, the following processes will be sent out to employees via DCSD NewsFlash:

- Submission process for the Vaccination Supplement
- Submission process for the Employee Referral Supplement

All other details for future incentive supplements will be forthcoming.

More information about the Recruitment and Retention Incentive Plan can be found on the Division of Human Resources page by going to the DCSD Website > Careers > Employee Perks & Benefits <https://www.dekalbschoolsga.org/hr/perks-and-benefits/>