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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
Date: October 20, 2021
Subject: Loyalty and Longevity Supplement

DeKalb County School District is excited to implement the next phase of our innovative and competitive FY22 Recruiting and Retention Incentive Program. The Loyalty and Longevity Supplement aligns with the DCSD Strategic Plan, Goal Area 3: Staff Effectiveness. It is a one-time payment of \$1,500 awarded to employees who were ineligible for the FY22 Salary Step Increase. This supplement is subject to applicable taxes and is non-pensionable.

Eligibility

Employees who did not receive the FY22 Salary Step Increase because of the following:

- Employee’s salary is 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).
- Employees paid at a flat rate due to their position (i.e., Pre-K Non-certified teachers and Pre-K paraprofessionals)
- JROTC

NOTE the criteria for earning a step increase:

Full-time certified school-based employees who worked 63% or more of the previous school year (FY21) or Full-time non-teaching (classified) employees hired by the first workday in January of last school year (FY21)

Payout schedule

The Loyalty and Longevity supplement is scheduled for payment on October 21, 2021.

Retaining highly effective staff is a priority for the District. The Board and Superintendent are appreciative of all employees who have chosen to continue their employment with DCSD and contribute to the educational excellence for our scholars.

If you have any questions/concerns, please email Human Resources at DivisionOfHumanResources@dekalbschoolsga.org