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INTEROFFICE MEMORANDUM

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To: All DCSD Employees
From: Dr. Michelle Jones, Interim Chief Human Resources Officer
Through: Mrs. Cheryl Watson-Harris, Superintendent
Subject: Vaccination Supplement
Date: October 18, 2021

DeKalb County School District is excited to offer an innovative and competitive recruiting and retention incentive plan for FY22. The Divisions of Human Resources and Equity & Student Empowerment are prepared to begin the collection process and verification of the documentation for the vaccination supplement. The vaccination supplement is one of many incentives within the Recruitment and Retention plan. The objective of the vaccination supplement is to encourage DCSD employees to become fully vaccinated.

Eligibility

All active DCSD employees are eligible to receive the vaccination supplement. All full-time, part-time and substitute employees who have worked 160 hours by 10/24/21 or 1/12/22 are eligible for a one-time supplement of **\$1,000**. **In addition**, schools with a 90% vaccination rate of their staff will receive **\$5,000**.

Temporary agency or contracted employees are **NOT** eligible.

Criteria

All eligible employees must be fully vaccinated as defined by CDC and provide proof of COVID-19 vaccination card/document. In preparation to complete the verification process, please have the vaccination card saved as a .jpeg, .pdf, or .png. Employees must be logged on to their DCSD Office 365 to submit the vaccination form and card. Only one submission per employee will be accepted for the supplement. Any incorrect, incomplete, or illegible information of the vaccination form may delay the payment date of the supplement. Please select the appropriate work location (Region or Central Office) to fill out the form and complete the vaccination verification process.

- [Region I](#)
- [Region II](#)
- [Region III](#)
- [Region IV](#)
- [Region V](#)
- [Region VI](#)
- [Region VII](#)
- [Central Office](#)

Vaccination Sites

For additional information concerning how to get vaccinated, please visit <https://freecovidtesting.us/dekalb/> or https://www.dekalbschoolsga.org/wp-content/uploads/2021/08/covid-weeklyschedules0927_092021.pdf

Payout schedule

Employees must submit documentation and complete vaccination verification by 10/29/21 to be eligible for the supplement by 11/30/21. The last vaccination supplement payout will be in February 2022. The supplement will be paid out in one payment (separate from payroll) and non-pensionable. Taxes will be withheld.

Initiative	November		February	
Vaccination Supplement	Payout for submission period of 10/18/21-10/29/21. The employee must have started working on or before 10/14/2021.		Payout for submission period of 1/17/22-1/31/22. The employee must have started working on or before 1/12/2022.	

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