

**Employee Merit/ Attendance Bonus Pay
for All Salaried DPS Employees for 2018-19 School year**

The Dearborn School Board will be providing an attendance incentive and merit pay bonus for all salaried employees who have been employed from July 1, 2018 through June 14, 2019. Please be aware that this extra incentive money is a positive program that the district has created in order to reward employees who save the district money through reduction in paid substitutes and who demonstrate a commitment to the students by maintaining excellent attendance. This money is above and beyond any contract compensation rates. All union heads were consulted and were provided with an opportunity to give input regarding this incentive program.

For 2018-19, the maximum bonus available is \$1,200. The time of measurement will expand to encourage attendance for 12 month employees through the summer months. The district is allowing the use of up to 2 personal business days and 1 funeral day that will not be counted against the incentive unless used on a Professional Development day. Employees hired during the school year will be eligible for the incentive but at a reduced rate to account for their partial year employment.

It is the employee's responsibility to accurately enter absences into the Absence Management System (AESOP). Staff should also review their payroll and attendance in the E-Employe system. Any errors promptly brought to the attention of Human Resources will be corrected.

Eligibility for the bonus will be based on the following criteria:

- The Bonus will be available to all employees rated as effective or highly effective in the 2018-19 evaluation process. This applies to DFT, ADSA and Other Administrators who are rated on the four point rating scale. Those employees are required to have a merit pay system per state law. Other employees that are not rated on the 4 point scale (exempt non-classified and exempt administrative secretaries) are still eligible to receive the bonus, but this criteria does not apply to them since we do not have an established final rating system. We are working towards developing a system with evaluations.
- Employees that use less than six paid sick days, paid personal business days or no-pay days within the employee's control, for the period of August 13 , 2018 through June 14, 2019 shall be eligible for up to \$1,200 bonus for full-time employees.
- The use of 2 personal business days and 1 funeral day will be allowed without reducing the incentive bonus. Paid days off beyond these three allowed days will be counted against the \$1,200 bonus. The bonus will be reduced by \$200 per day for each day used.
- To promote attendance on the three full-day professional development days, staff missing on those days will have their incentive reduced \$200 per day regardless on the reason for their absence including PB. Funeral needs (1 day) with documentation may be submitted to HR for additional consideration. The dates are August 23, 24 and November 6, 2018. If your classification is not scheduled for professional development on these days, this does not apply to you.
- Employees hired after the start of the year will have their incentive reduced based on the following chart:

Date of Hire	On or Prior to 9/1/2018	9/2/2018-10/1/2019	10/2/2018-11/1/2019	11/2/2018-12/1/2019	12/2/2018-1/1/2019	1/2/2019-2/1/2019
Full Time	\$1200	\$1000	\$800	\$600	\$400	\$200

Employees						
Part-Time Employees	\$1200*FTE (i.e.1200*0.5 =\$600)	\$1000*FTE (i.e.1000*0.5 =\$500)	\$800*FTE (i.e.800*0.5= \$400)	\$600*FTE (i.e.600*0.5= \$300)	\$400*FTE (i.e.400*0.5= \$200)	\$200*FTE (i.e.200*0.5= \$100)
Any employee hired after 2/1/2019 will not be eligible for the attendance incentive.						

- A half day of absenteeism will result in a \$100 reduction in the bonus for full time employees.
- Paid days off shall be defined as days charged to the employee's sick (FMLA, family care, funeral, etc) and personal business leave banks.
- Paid days off for district related business, administrative leave, inservice/conference, jury duty and union release time are not charged to the sick bank, so they will have no effect on this attendance incentive bonus.
- The bonus will be paid in July.
- Eligible employees who are retiring or resigning at the end of the 2018-19 school year will receive their bonus.