

REVISED JULY 12, 2018

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

The Dearborn School Board will be providing an attendance incentive and merit pay bonus for all hourly 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 the district has created in order to reward employees who save the district money through a 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 the 2018-19 school year, the maximum bonus available will be \$1,200 for full-time employees. The time of measurement will expand to encourage exemplary 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. Employees hired during the school year will be eligible for the incentive but at a reduced rate to account for their partial year employment. **PLEASE NOTE: HUMAN RESOURCES IS NOT PERMITTED TO CHANGE THE ABSENCE TYPE DESIGNATION ASSIGNED TO ABSENCES ONCE THEY HAVE BEEN ENTERED BY PAYROLL.**

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

- The Bonus will be available to all hourly employees in the DFSE, DSOEA, DFT-AEC, Noon Hour Supervisors and Child Care Worker groups.
- Employees that use less than six paid sick days, personal business days or no-pay days within the employee's control, for the period of July 1, 2018 **August 13, 2018** through June 14, 2019, shall be eligible for up to a \$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. 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.
- Unpaid scheduled work days off within the employee's control, such as days absent where no bank time off is available, shall count against the employee's potential incentive bonus. Paid vacation days, paid holidays and unpaid days not under the employee's control, (such as testing week, half day students, lack of work) will not count against the incentive bonus.
- Employees that work part time will be given a prorated amount. For example, an employee with a 0.5 Full time equivalent status (FTE) will be eligible for a total of \$600. The 0.5 FTE employee would be pro-rated to \$100 per day for paid time off for the same 6 days (\$600). Employees will also be deducted on a prorated amount for any hours that they take off. For example, a full time employee that takes 2 hours of personal business time would be reduced by dividing 8 hours into \$200 which would mean an overall deduction of \$50 for 2 hours of time off.

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

- 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.
- A half day of absenteeism will result in a \$100 reduction in the bonus for full-time employees.
- 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.

Please do not respond to this email as we will not be responding to questions via email. However, if you have a question you can post it on the hr blog under the Attendance Incentive Post using the "Leave a Comment" link. We will respond to questions so that everyone can see the answers.

Human Resources Blog: <http://humanresources.dearbornschools.org/hr-blogs/>