

## **Employee Merit/ Attendance Bonus Pay for All Hourly DPS Employees for 2016-17 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 October 1, 2016 through June 16, 2017. 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.

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 October 1, 2016 through June 16, 2017, shall be eligible for up to a \$600 bonus for full-time employees. For any paid days off or qualified no-pay days used the bonus will be reduced by \$100 per day for full-time employees.
- Employees must have been employed for the entire time period in order to be eligible.
- Paid days off shall be defined as days charged to the employee's sick (family care, funeral, etc) and personal business leave banks.
- 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 \$300. The 0.5 FTE employee would be pro-rated to \$50 per day for paid time off for the same 6 days (\$300). 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 \$100 which would mean an overall deduction of \$25 for 2 hours of time off.
- 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 \$50 reduction in the bonus for full-time employees.
- The bonus will be paid on the second pay in July.
- Eligible employees who are retiring or resigning at the end of the 2016-17 school year may 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/>