

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

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

- Employees must have been employed for the entire time period in order to be eligible.
- The Bonus will be available to employees that use less than six paid sick days or paid personal business days within the period of October 1, 2016 through June 16, 2017.
- The bonus will be reduced by \$100 for each paid day off and will be distributed for full time employees as follows: \$600 for employees who use 0 sick or personal business days, \$500 for employees who use 1 sick or personal business day, \$400 for employees who use 2 sick and/ or personal business days, etc.
- A half day of absenteeism will result in a \$50 reduction in the bonus for full time employees.
- 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 prorated to \$50 per day for paid time off for the same 6 days (\$300). An employee with a 0.8 FTE status will be eligible for a total of \$480 and will be reduced by \$80 per day for any paid time off.
- The Bonus will be available to all employees rated as effective or highly effective in the 2016-17 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.
- Paid days off shall be defined as days charged to the employee's sick (family care, funeral, FMLA paid and not paid, etc) and personal business leave banks. No-Pay days that are used because of sick days unavailability is also considered an absence.
- 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 on the second pay in July.
- Eligible employees who are retiring or resigning at the end of the 2016-17 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/>