

ACTION MEMORANDUM

To: Bibb County Board of Education

From: Sharon Roberts, Chief Financial Officer

Subject: FY 2022 Retention Supplement

Summary

The Bibb County School District is seeking approval to pay retention supplements to full-time and part-time employees. Individuals on service agreements and regular non-long-term substitutes **do not** meet the criteria and therefore **will not** receive a supplement. This retention supplement is estimated to cost the District \$3.9 million using federal American Rescue Plan (ARP) funds. The retention supplements will be scheduled for payment no later than January 7, 2022.

Background

In the Board approved American Rescue Plan (ARP) budget, salaries, and benefits of \$7,600,000 for staff, previously paid from CARES funding for continuity of services, is included for both FY 2023 and FY 2024. BCSD has since learned from GaDOE that these continuity of service positions will not be approved as allowable expenses from ARP funding. The removal of these costs frees up funding to finance retention supplements for FY 2022, as well as other district initiatives, that can be included in an amended ARP budget.

A strategic objective of our Victory in Our Schools Strategic Plan is to recruit and retain the right people. At this time, the district has an opportunity to recognize the extraordinary work of all staff and their dedication to continuing to be a vital part of our District team during these difficult times of COVID-19. By utilizing a portion of the Bibb County School District's ARP funds, we can make retention supplement payments to individuals who continue to work for the District through December 31, 2021 **AND** are scheduled to return to work in January 2022. The supplement payments will be made on the following criteria:

Criteria for a \$1,000 full retention supplement:

- Must be a permanent full-time district employee or a full-time contracted individual working in our district for the 2021-2022 school year (examples of contracted individuals include Kelly Service ARP paraprofessionals, Kelly floaters, long-term substitutes, contracted nurses, Project Aware staff and other contracted individuals); **and**

- Must be actively employed or contracted as of December 21, 2021; **and**
- Must be scheduled to return to work in January 2022. (Those individuals termed or retired as of December 31, 2021, will not receive the retention supplement.)

Criteria for \$500 pro-rata share retention supplement:

- Must be a part-time District employee or a part-time contracted individual working in our schools for the 2021-2022 school year. (Part-time include retirees working 49% or less or others who work less than a full-time position); **and**
- Must be actively employed or contracted as of December 21, 2021; **and**
- Must be scheduled to return to work in January 2022. (Those individuals termed or fully retired as of December 31, 2021, will not receive the retention supplement.)

*Individuals on service agreements and regular non-long-term substitutes **do not** meet the above criteria and therefore **will not** receive a supplement.*

All required federal and state taxes will be deducted from the gross amount of the employee supplement. All contracted individuals will receive a 1099 form for the amount paid to them.

The salary and benefit cost for District employees and contracted services cost for contracted individuals of this retention supplement is estimated to cost \$3.9 million. The final cost will be determined on December 21, 2021 based on the individuals meeting the above stated criteria. Funding for the retention supplement will be from the federal American Rescue Plan (ARP) funds.

The retention supplement payments to employees or contracted individuals will be made no later than January 7, 2022.

Recommendation

It is recommended that the Board of Education authorize a \$1,000 retention supplement to full-time employees and a \$500 pro-rata retention supplement to part-time employees who meet the criteria included in the background above. The cost of this ARP funded retention supplement is estimated at \$3.9 million.

Superintendent's Comments and Approval:

Superintendent's Comments	Approve/Disapprove
Dr. Curtis L. Jones, Jr.	Approved