

**ACTION MEMORANDUM**

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**TO:** Bibb County School District

**FROM:** Sharon Roberts, Chief Financial Officer  
Lori Rodgers, Assistant Superintendent of District Effectiveness  
Emanuel Frazier, Assistant Superintendent of Human Resources

**SUBJECT:** FY 2023 Retention Supplement

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**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 February 17, 2023.

**Background**

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 as we are working to reestablish a sense of normalcy within schools and departments. By utilizing a portion of the Bibb County School District's American Rescue Plan (ARP) funds, we can make retention supplement payments to individuals who continue to work for the District through January 6, 2023 AND are scheduled to remain employed with the District through the remainder of their respective work calendar. The 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 2022-2023 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 January 6, 2023; **and**
- Must be scheduled to remain employed with the District through the remainder of their respective work calendar. (Those individuals submitting resignation/retirements prior to the disbursement of the retention supplement will not receive the payment.)

**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 2022-2023 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 January 6, 2023; **and**
- Must be scheduled to remain employed with the District through the remainder of their respective work calendar. (Those individuals submitting resignation/retirements prior to the disbursement of the retention supplement will not receive the payment.)

*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 January 6, 2023, 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 February 17, 2023.

**Recommendation**

It is recommended that the Board of Education authorize a \$1,000 retention supplement to full-time employees and full-time contracted individuals and a \$500 pro-rata retention supplement to part-time employees and part-time contracted individuals 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 Approval:**

Superintendent's Signature	Approve/Disapprove
Dr. Dan A. Sims	Approved