

ACTION MEMORANDUM

TO: Board of Education

FROM: Eric Bush, Interim Chief Financial Officer

SUBJECT: FY 2024 State Retention Supplement

DATE: January 5, 2024

Summary

The Georgia State Assembly has approved a FY 2024 Mid-Year One-Time salary supplement of \$1,000 for staff members funded through the state's QBE (Quality Basic Education), and other state grant funding mechanisms. A total of \$2,341,318.73 was received on December 29th to pay the \$1,000 supplement and the corresponding 6.20 % and/or 1.45% Medicare benefit for approximately 2,280 employees.

GADOE has stated that PreK bonuses will be funded through DECAL later. PreK staff have been included in the calculations noted in this memo, and the bonus paid to our PreK staff will serve as their state retention supplement.

The Bibb County School District is seeking approval to pay retention supplements to full-time and part-time employees who were not funded through the state retention supplement, as well as individuals serving as long-term substitutes, contracted teachers, contracted paraprofessionals, and other contracted employees that meet certain criteria.

The retention supplement is estimated to cost the District \$1.6 million and will be funded with general funds. The retention supplements will be scheduled for payment no later than January 19, 2024.

Background

Currently, 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. By utilizing a portion of the Bibb County School District's General Funds, we can make retention supplement payments to individuals who continue to work for the District through January 12, 2024, AND are scheduled to remain employed with the District through the end 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 2023-2024 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 12, 2024; **and**

- Must be scheduled to remain employed with the District through the end 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 retention supplement:

- Must be a part-time District employee or a part-time contracted individual working in our schools for the 2023-2024 school year. (Part-time include retirees working 49% or less and others who work less than a full-time position); **and**
- Must be actively employed or contracted as of January 12, 2024; **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 \$1.6 million. The final cost will be determined on January 12, 2024, based on the individuals meeting the above stated criteria. Funding for the retention supplement will be from general funds.

The retention supplement payments to employees or contracted individuals will be made no later than January 19, 2024.

Recommendation

It is recommended that the Board of Education authorize the Superintendent to approve a \$1,000 retention supplement to full-time employees and full-time contracted individuals and a \$500 retention supplement to part-time employees and part-time contracted individuals who meet the criteria included in the background above. The cost of this general funded retention supplement is estimated at \$1.6 million.

Superintendent's Comments and Approval:

Superintendent's Comments	Approve/Disapprove