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TO: Board of Education

FROM: Dale Ellis

DATE: July 11, 2016

SUBJ: ACTION ITEM (Classified Employee Incentive/Supplement Program)

I have enclosed a copy of the parameters for the proposed classified employee incentive program. I will discuss feedback received and present the program for your review and approval. Based upon employee feedback, I have decided to ask your permission to make 2 options available for our classified employees to consider, giving them the choice under which program they wish to participate in.

I am available to answer any questions you might have.

MCS Classified Employee Incentive Program

Rationale: In light of state and local efforts to incentivize and reward teachers (2015 state salary adjustment for teachers only, local attendance incentives and “no days” for teachers only), MCS administration sees a need to provide an incentive for classified employees. It should be noted that while the local teaching supplement starts at a rate in excess of \$1,300 per year for teachers and increases from there based upon experience, the local supplement for classified employees is only \$50 per year, necessitating the need for some efforts to help our classified staff.

Source of Funds: \$7,500 from transportation (bus), \$7,500 from child nutrition (cafeteria), \$20,000 from general fund (all other classified staff).

Process: All full-time classified employees will be eligible for an attendance incentive of UP TO \$250 per year for maintaining 100% attendance during the year on student days only. Attendance is not recorded on non-student days for this program. The exact amount of the incentive will not be known until the total number of employees who meet the standard are determined at the end of the year. Some criteria to keep in mind:

1. No employee will receive more than an additional \$250 in a given year under the program.
2. Employees must be in attendance for the full student day for it to count.
3. Dual employees will earn a percentage based upon attendance in each position (See examples below).
4. The incentive program is designed to promote and reward attendance. Missing work for any reason disqualifies one from receiving the incentive and there will be no exceptions.

Examples:

1. An office staff employee qualifies for the incentive from the \$15,000 general pool. 24 other employees meet the standard. This employee would receive \$250 under the incentive program.
2. A custodian qualifies for the incentive from the \$15,000 general pool. 77 other employees meet the standard. This employee would receive \$194.81 under the incentive program.
3. A TA/bus driver qualifies for the incentive from the \$15,000 general pool and the \$10,000 transportation pool. The employee would be eligible for \$125 from each pool to a maximum of \$250. The exact amount would be calculated based upon the total numbers in each pool.
4. A custodian/bus driver misses driving the bus 2 days but meets the standard as a custodian. This employee would be eligible for a bonus up to \$125 from the general pool based upon the total number that meet the standard.



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Full-Time Classified Employee Incentive
Program Choice Form

Employee: _____

Location: _____

Job Assignment: _____

Current School Year: _____

(This form will be completed and a choice made at the beginning of each school year. Please return this form to your Principal or Bookkeeper.)

I choose the following (You may check only one):

- ☐ I choose the standard employee supplement. In the past, the supplement has been \$50 per year. By selecting this option, you will receive a guaranteed supplement of \$100 per year (minus taxes and relevant deductions). Once this option is selected, you are not eligible for the attendance incentive program for the current school year.
- ☐ I choose to participate in the attendance incentive program. I certify that I have read the parameters of the program and understand that if I maintain 100% attendance as outlined I qualify for a bonus of UP TO \$250 in addition to the standard \$50 supplement (minus taxes and relevant deductions). I understand that if I do not reach the incentive target, that I will only receive the standard \$50 supplement. Once this option is selected, you are not eligible for the higher guaranteed supplement available if you had selected the first option.

Signature: _____ Date: _____