

DCSD Employee Retention Stipend SY 2023-24 Fact Sheet

How much will this Retention Stipend be?

- The one-time stipend will be \$2,000 for regular, full-time positions with FTE of 0.75 or greater. The stipend will be \$1,000 for regular part-time positions with FTE less than 0.75. Qualifying Substitute Teachers will receive a one-time stipend of \$750. This is PERA includable.

When will this stipend be paid?

- This will be paid in the September 20, 2023 paycheck and will be included as part of your regular salary pay (i.e. not as a separate payslip). Please note: Taxes will be withheld from the stipend per IRS requirements.

What are the qualifications to be eligible for this stipend?

- Initial eligibility will be determined on June 30, 2023, but the stipend will only be paid to staff who are working in 110, regular full-time, part-time, or substitute teaching positions as documented in Workday on August 31, 2023.
- Licensed Substitute Teachers who worked 50% of student contact days during the 22-23 SY **are eligible** for this retention pay. To determine if you meet eligibility as a sub, starting on May 26, 2023, you can log into Aesop and select "History>This School Year" to see the number of assignments you worked. Please keep in mind that each half day and full day count as one assignment.
- Staff who end employment with DCSD before the end of December 2023 may be subject to stipend repayment obligations.
- If you hold multiple regular positions, your stipend is based upon total FTE. For example, if you hold two part-time positions at .50 FTE each, we would consider this to be a combined 1.0 FTE full-time position for this stipend.
- Those who are on an approved Leave of Absence at the time this stipend is paid, will be paid the retention stipend amount, in the next pay period if you return in the 23-24 SY.
- Staff working in temporary, seasonal, and non-teaching substitute positions (excluding 110 positions) **do not qualify** for this retention pay.

If you have questions, you may first contact your supervisor. Other points of contact are listed below:

Human Resources

- Customer Service Team: contact us at info.Human_Resources@dcsdk12.org or (720) 433-0140
- Benefits Team: contact us at benefits@dcsdk12.org or (720) 433-0140, option 3
- Leave of Absence Team: contact us at leaveofabsence_ADA@dcsdk12.org or (720) 433-0140, option 4
- Sub Office: contact us at suboffice@dcsdk12.org or 720-433-1280

Payroll

- Payroll Team: contact us at payroll@dcsdk12.org or (720) 433-0133