

# Retention Incentive FAQ

## 1. How will the retention incentive be calculated?

The retention incentive payment will be calculated based on the eligible employee's base pay (stated in annualized terms) as of June 30, 2024 including any career increment(s) the employee was entitled to receive during 2023-2024.

"Annualized" means that the amount of the payment will be 3% of what the employee would have earned over the full 2023-2024 contract year at that base rate of pay, not what they actually earned.

For example, an eligible employee who was hired March 1, 2024, and who would have been paid \$50,000 in base pay if they had worked all of 2023-2024, would receive a retention incentive payment of \$1,500.00 gross (before withholdings for taxes and other deductions).

## 2. Who will be eligible for the retention incentive?

Full-time and part-time employees who have been regularly employed by the district for at least 20 hours per week without interruption (no break in employment) since on or before March 31, 2024, and who were actively at work at some point during 2023-2024, and who are deemed to be either actively working or on approved medical, FMLA, or military leave status as of September 3, 2024, will be considered eligible to receive the retention incentive.

For example, this means employees who start 2024-2025 on an approved medical leave of absence (LOA) are eligible, provided they have been employed without interruption (no break in employment) since on or before March 31, 2024, and worked at least some portion of 2023-2024. Adjunct coaches and other temporary employees on a part-time temporary employment contract and employees who were on leave for all of their 2023-2024 contract, regardless of reason, are not eligible. Please note that teachers employed on a temporary certified teacher contract are not considered temporary employees for purposes of this incentive; they will be eligible to receive the incentive provided they meet all eligibility criteria approved by the Board.

## 3. Am I eligible if my first day of employment with Tulsa Public Schools was April 1, 2024?

No. While we are thrilled to have these newer members of Team Tulsa returning to us this year, to be considered eligible, employees must have been employed as of March 31, 2024 (and meet the other eligibility criteria approved by the Board).

## 4. Are employees on an approved medical, FMLA or military leave of absence (LOA) eligible for the incentive?

Yes, provided they were employed by the district since at least March 31, 2024, without interruption (no break in employment), worked at least some portion of the 2023-2024 contract year, and meet all other eligibility criteria approved by the Board.

**5. Are temporary employees eligible for the retention incentive?**

No, temporary employees are not eligible for the retention incentive. Examples of temporary employees who would be ineligible include, but are not limited to, adjunct coaches, temporary hourly-paid tutors, and artists in residence. Such employees will be employed on either a part-time temporary employment contract or an adjunct coaching contract. Please note that teachers employed on a temporary contract are not considered temporary employees for purposes of this incentive; they will be eligible provided they meet all eligibility criteria approved by the Board.

**6. When will the retention incentive be paid?**

The retention incentive will be paid by no later than September 30, 2024. That said, our intention and plan is to pay it on September 6, 2024. September 6th is a pay date for biweekly staff, but we intend to pay all eligible employees their incentive on that date, including those who are normally paid monthly.

**7. Do I need to take any action to receive the payment?**

No, eligible employees will automatically receive the retention incentive. There is no need to take any additional action.

**8. How will the retention payment be distributed?**

The retention payment will be paid in the same manner as you would normally receive your paychecks. For the vast majority of employees, this means you will receive the payment via direct deposit, and a “pay stub” style notification of all itemized withholdings and deductions taken from the payment will be sent a day or so ahead of time to your district email address, as is usual.

**9. Will the retention incentive be subject to taxes?**

Yes, the retention incentive will be subject to all lawfully required withholdings, including for taxes.

**10. Who can I contact if I have questions about my eligibility?**

If you have any questions about your eligibility for the retention incentive, or if you do not receive the incentive payment on September 6th but believe you meet the eligibility criteria and should have, please contact the Talent Management department for further assistance by emailing [compensation@tulsaschools.org](mailto:compensation@tulsaschools.org).

These FAQs are for informational purposes only, and are subject to revision and updating as may be needed. In the event anything in these FAQs conflicts with the terms and eligibility criteria approved by the Board, the terms approved by the Board will control. Likewise, if these FAQs may conflict with applicable laws or regulations and/or the terms of any applicable contract or collective bargaining agreement, those laws, regulations, and/or terms will control. For questions or clarifications regarding these FAQs or your eligibility for the incentive, please reach out to the Talent Management department by emailing [compensation@tulsaschools.org](mailto:compensation@tulsaschools.org).