


TO: Jasmine Marshall (Payroll Manager) and Jozette Hemphill (Director of Compensation)
FROM: Jennifer Harris, Senior Executive Director of Talent Management
DATE: August 13, 2024
SUBJECT: FY 24-25 Employee One-Time 6.5% Payment Rule Set
CC: Michael Gaal (Superintendent), Dr. Brandan Comfort (Chief Resource Officer)

The FY 24-25 Employee One-Time 6.5% Payment is based on the following Board of Education approved rule set.

1. The amount of the payment is 6.5% of the employees' annual base salary and is intended as non-recurring compensation.
2. The one-time payment will occur in two equal payments. The initial payment will be paid on 11/1/24 (October pay period) and the second payment will be paid on 5/1/25 (April pay period).
3. The payment is intended in lieu of recurring compensation and is to be PERA includable compensation.
4. Employees that are eligible:
 - a. All District 11 regular employees employed in the District as of 10/1/24 are eligible for the first 3.25% payment.
 - b. All District 11 regular employees employed in the District as of 4/1/25 are eligible for the second 3.25% payment.
 - c. All District 11 employees that have retired in and/or are on a transition year (on a 110/140-day contract) are eligible.
 - d. Employees on a PAID leave of absence are eligible.
5. Employees that are ineligible:
 - a. Employees who are on an unpaid leave of absence and *do not return* for the 2024-25 contract year are not eligible.
 - b. Employees who are on an unpaid leave of absence and are consequently terminated while on the unpaid leave of absence are not eligible.
 - c. If an employee started after 10/1/24, they were ineligible for the first 3.25% payment. If an employee starts after 5/1/25, they are ineligible for both payments.
6. Employees who are on any unpaid leave of absence and return for the 2024-25 contract year are eligible.
 - a. Those that return prior to 10/1/2024 will receive the first payment on 11/1/24 (October pay period)
 - b. Those that return after 10/1/2024 will receive the second payment on 5/1/25 (April 1 pay period).
8. Other:
 - a. If an employee was terminated after 10/1/24 but before 11/1/24 they received the first 3.25% payment, but will be ineligible for the second payment.
 - b. If an employee terminates after 5/1/25, they keep both payments (due to the difficulty in recovering the payment).


Jennifer Harris, Senior Executive Director
Talent Management

8/13/24
Date


Brandan Comfort
Chief Resource Officer

8/13/24
Date


Michael Gaal, Superintendent

8/14/24
Date