

ADOPTION: 9/24/08  
 Reviewed: 8/12/09  
 Revised: 9/14/16, 11/14/17  
 Reference: WV Code, Section 18A-4-10a  
 Board Minutes Book 23

CODE: IV-J-6

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**EMPLOYEE ATTENDANCE INCENTIVE  
 UNUSED PERSONAL LEAVE BONUS**

County boards of education are authorized to pay to their employees or defined groups thereof, for the purpose of reducing absenteeism, a bonus at the end of an employment for each unused day of personal leave accumulated by the employee during that employment term.

In an attempt to contribute toward more productive employment and to establish continuity in the delivery of instructional and support services to the students of Summers County School, the following incentive attendance program is implemented in an attempt to achieve the goals and objectives of the school system:

All employees who complete their employment contract during the fiscal year are eligible to participate. Employees who retire during the fiscal year will be eligible on a prorated basis. Maximum days eligible will be prorated according to days earned based on contract for current fiscal year, not to exceed 15 days. Days missed for military leave, jury duty, docked days due to extra duty contracts, and days contributed to the sick leave bank will not count as days missed for the purpose of the incentive program. However, days contributed to the sick leave bank will be deducted from total maximum eligible days for bonus pay (i.e. 15 days maximum – less 2 days contributed = maximum 13 days eligible). Days contributed to any Leave Donation Program will count toward days missed.

The incentive program will be broken down by tier groups as follows:

	<u>Days Missed</u>	<u>Rate</u>	<u>Bonus</u>
Tier 1	0	\$50	\$750
Tier 2	1-5	\$40	\$560 – \$400
Tier 3	6-7	\$25	\$225 – \$200
Tier 4	8+	NA	NA

Based on the above tier groups, payment will be made according to the following schedule

	<u>Days Missed</u>	<u>Days Eligible*</u>	<u>Bonus</u>
Tier 1	0	15	\$750
Tier 2	1	14	\$560
	2	13	\$520
	3	12	\$480
	4	11	\$440
	5	10	\$400
Tier 3	6	9	\$225

	7	8	\$200
Tier 4	8+	NA	NA

\*Based on a 200 day contract. Subject to any applicable adjustments.

In addition the Summers County Board of Education will also offer a school wide incentive as follows:

If the Total Number Days Missed per School is less than or equal to the Total staff assigned per school to include the principal x 5 days the school will receive \$2,000 towards the subsequent year general fund. The maximum number of days missed per staff used towards the total calculation will be 15.

Example:      SCHS  37 Staff  
                      X 5 Days  
                      185 Max  
                      -100 Days missed  
                      85 remaining:  SCHS will receive \$2,000

**Personal Leave Bonuses will be paid by June 30 of the fiscal year in a separate check and are subject to all applicable payroll.**

**The attendance incentive program shall be for one (1) fiscal year and is subject to an annual review as to the effectiveness of the program in meeting the goals and objectives of Summers County Schools and remaining within the budget restraints that may exist.**