

INCENTIVES AND STIPENDS
ATTENDANCE AND LONGEVITY AWARD

DEAA-R

Eligibility

An employee who has completed 20 or more years of continuous employment with Dumas ISD shall receive a cash award upon their resignation and separation from employment with the district. An employee who dies prior to separating employment with the district and was otherwise eligible for this program shall be treated in the same manner as a person who resigned from the district. To be eligible for an award, the employee’s separation from employment shall be voluntary and not the result of being discharged or nonrenewed.

Calculation of Award

The award shall be calculated as follows:

Unused leave component – The first 30 days of unused leave multiplied by 75% of the employee’s daily rate of pay plus any days in excess of 30 multiplied by 25% of the employee’s daily rate of pay shall comprise the unused leave component of the award.

Years of service component – The number of years of continuous service in Dumas ISD multiplied by 50% of the employee’s daily rate of pay shall comprise the years of service component of the award.

The addition of the unused leave component and the years of service component shall comprise the total award which shall not exceed the amounts shown below based on the number of years of continuous employment in Dumas ISD:

<u>Completed Years of Service</u>	<u>Maximum Award</u>
Less than 20 years	\$0
20 to 24 years	\$5,000
25 to 29 years	\$7,500
Over 29 years	\$10,000

Payment of Award

Payment of this award amount shall be made as supplement pay in the employee’s last pay check and shall be subject to the ordinary payroll taxes and other deductions as required by law.

Definitions

Daily rate of pay shall mean the amount that would be earned for the employee’s regularly scheduled work day at the rate of pay in effect at the time of separation from employment.

Continuous years of service in Dumas ISD shall mean the number of years a person has been employed by Dumas ISD without a break in service. Normally scheduled non work days shall not count as breaks for this program. To count as a year of service, the person must be employed for the complete number of work days, including the first and last day of the scheduled work period for the year, as set out in Regulation DK-R5 (Assignments and Schedules.)

Temporary or substitute work shall not count toward years of service for this program.

Unused leave shall mean the remaining numbers of days of state sick leave, state personal leave, local sick leave, vacation and PTO that have not been used by the employee as of the employee's last day of employment in the district.

PTO hours shall be converted to days by dividing the total hours by the number of hours per day the employee is required to work in the regular schedule in effect at the time of separation from employment.