

**HUMAN RESOURCES****INCENTIVE PLAN FOR FAITHFUL ATTENDANCE**

It is the intent of the Ohio County Board of Education ("Board of Education") to reward its employees for faithful attendance pursuant to the provisions of this Policy (4010.01) (this "Policy"). The Board of Education recognizes that employee attendance is important and directly connected to students' academic success and achievement. To promote students' academic success, and to receive the incentive supplement under this Policy, it is the responsibility of each Ohio County Schools employee to manage his or her allocated time off benefits appropriately. Therefore, in accordance with West Virginia Code §18A-4-10a, the details of this Incentive Supplement for Faithful Attendance (the "Incentive") are as follows:

**I. ELIGIBILITY REQUIREMENTS:**

- A. All regular full-time and half-time scheduled Ohio County Schools employees, including teachers, service personnel, and administrators who do not use more than their total current school year allotment of personal leave (defined as sick leave plus three personal leave days) pursuant to West Virginia Code §18A-4-10 ("Leave Days") will be eligible for this incentive.
- B. To be eligible for the Incentive, Employees shall not exceed their Leave Days remaining at the end of each individual school year (defined as the last day of their school year for 200, 205, 210, 220, 230, 240, or 261 - day classifications) (the "Eligibility Period"), or utilize any docked days (docked days are defined as days without pay) during the Eligibility Period. Leave days shall not carry over from year to year for purposes of this Policy.
- C. The maximum number of Leave Days that may be used by each classification while still qualifying for the incentive are:
  - a. 200 and 205 day Employees: no more than 15 days
  - b. 210 day Employees: no more than 15.5 days
  - c. 220 day Employees: no more than 16.5 days
  - d. 230 day Employees: no more than 17 days
  - e. 240 day Employees: no more than 18 days

f. 261 day Employees: no more than 19.5 days

- D. Employees with less than a full-time schedule, (specifically half-time employees) will receive a prorated amount of incentive pay proportional to their employment schedules. Provided however that this shall not include employees designated as substitutes (short term or long term).
- E. Days absent as a result of properly documented Court summons/ subpoenas for criminal matters only (except when the employee is the named defendant), or jury duty shall not count against the employee for purposes of this incentive.
- F. Employees using or assessed a day off without pay (referred to herein as a "docked day"), regardless of whether her or she may have Leave Days remaining during the Eligibility Periods, shall not receive the Incentive. For purposes of this Policy, Employees will receive a docked day if they do not report to work for any reason not identified as an exception within this Policy. For example, if (i) an Employee uses his or her three personal days, (ii) has sick days remaining at the end of the Eligibility Period, and (iii) receives or is assessed with a docked day for a reason not outlined as an exception within this Policy, then that Employee shall not be eligible to receive the Incentive.
- G. Employees may receive the Incentive while on an approved leave of absence during the eligibility period. An employee is considered on an approved leave of absence if he or she is eligible, approved and covered under the Family Medical Leave Act (FMLA), American with Disabilities Act (ADA), Workers' Compensation, Military Leave, or on a Board of Education approved leave pursuant to its Policy 4016.01 (III). Medical Leave Without Pay and W. Va. Code 18A-2-2. If an Employee's approved leave extends beyond 12 weeks, then the Employee will not receive the Incentive.

## II. COMPENSATION Details:

- A. The Incentive as defined by this Policy shall not exceed

\$1,350.00 per Eligibility Period per Employee.

- B. The incentive compensation made to each eligible employee will be subject to deductions for social security, taxes, and retirement as required by law.
- C. If excess funds are available after payment of the Incentive pursuant to this Policy, any excess shall be returned to the system's general fund.
- D. The Incentive shall be awarded by the end of the current Eligibility Period and after determination of availability of funds. If there are limited or no funds available to the Board of Education to pay the Incentive, it will not be paid out. Compensation pursuant to the Incentive shall not be accumulated or carried over from one school year to the next.
- E. This policy may sunset on June 30<sup>th</sup> of any school/fiscal year in the sole discretion of the Board of Education. Additionally, at any time during the school/fiscal year, the Board of Education may discontinue or amend this Policy. If, in the discretion of the Board of Education an Employee is deemed to have abused this Policy or falsified any details required to receive incentive compensation pursuant to the terms of this Policy, said Employee shall not receive the Incentive, and disciplinary action may be taken subject to due process.
- F. Questions or desired clarifications regarding this policy should be directed to the Human Resources Department. It is the responsibility of each employee of Ohio County Schools to read and understand this and other employment related policies.

**REGULATION REVISED:** June 24, 2019

**REGULATION REVIEWED:** June 24, 2019

REGULATION REVIEWED: June 10, 2019

REGULATION REVIEWED: May 30, 2019

REGULATION REVIEWED: June 11, 2018

REGULATION REVISED: February 8, 2018

REGULATION REVISED: June 13, 2016

REGULATION REVIEWED: April 13, 2015

REGULATION REVIEWED: June 9, 2014

REGULATION REVISED: March 10, 2014

REGULATION REVISED: April 20, 2010

REGULATION REVISED: December 22, 2008

REGULATION ADOPTED: July 26, 1988

OHIO COUNTY BOARD OF EDUCATION