

EMPLOYEE ATTENDANCE INCENTIVE BONUS PROGRAM

1.0 PURPOSE:

Wirt County Schools recognizes the importance of employee attendance at work each school day and the potential detriment to students achievement occasioned by excessive employee absenteeism. For this reason, the Board hereby establishes a bonus payment program to provide an incentive to its employees to be at work each day whenever possible.

This incentive is in addition to any attendance incentive as provided for by WV Code, for a combined maximum not to exceed \$1000 as provided for a 200 day contract, and as calculated for extended contracts.

This policy shall expire on June 30 of the current school year UNLESS the Board of Education votes to rescind this policy in light of the Board of Education's fiscal health and other relevant consideration.

2.0 DEFINITIONS:

The following definitions provide clarification for terms used throughout this policy:

- 2.1 Eligible Employee – An employee of the Board of Education employed under a regular full-time or half-time contract for the entire length of their contract term (i.e. 200 days, 210 days, 261 days etc.) who has used four (4) or fewer days of personal leave during the fiscal year.
- 2.2 Personal Leave – Personal leave means those paid leave days earned by an employee pursuant to WV Code 18A-4-10 and which the employee receives his/her regular pay but is not required to report to work. This term includes paid leave days taken without cause and paid leave days taken with cause (accident, sickness, death in the immediate family, or life threatening illness of the employee's spouse, etc.) and for this purposes of this policy shall only include such paid leave days earned by the employee during the current fiscal year. Also days taken off by the employee without pay and days in which the employee is suspended without pay shall be treated as days expended for the purpose of this policy.
- 2.3 Current Fiscal Year – July 1 of the current calendar year to June 30 of the next calendar year. This is also commonly referred to as the school year.
- 2.4 Bonus pay – The dollar amount paid as an incentive to reward employees for good attendance.

3.0 PROCEDURE:

As an incentive to encourage and reward employees for good work attendance, a program is hereby established to provide bonus payment to all eligible employees as follows:

- 3.1 Each eligible employee will receive a maximum of \$1000 who has not utilized more than four (4) days of personal leave during the contract term.
- 3.2 An eligible employee must not use more than four (4) personal leave days during the current fiscal year in order to receive this bonus.

- 3.3 Personal leave days taken without cause or days taken without pay to provide paid services within their job classification to the Wirt County Board of Education will not be counted as days expended toward eligibility for participation. In addition, days donated will not be counted as days expended.
- 3.4 Bonus pay will be paid to eligible employees no later than June 30 of the current fiscal year. However, should the Treasurer of the Board of Education determine that payment must be delayed beyond that date, the bonus pay shall be paid no later than the first regular payday following June 30 of the current school year.
- 3.5 Bonus shall be prorated based upon completion of the remainder of the contract term. Termination prior to completion of the contract term shall forfeit bonus.

4.0 SEVERABILITY:

Any conflict between this policy and state statute shall be resolved by following the statute. If any provision of this policy or application thereof to any persons or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this policy. Changes or updates to legislative items requiring compliance will be included as needed by decision of the Superintendent.

5.0 REVIEW SCHEDULE:

This policy shall be reviewed in accordance with the policy review schedule published by the Superintendent.

Authority: West Virginia Code 18A-4-10 and 18A-4-10a

Replaces: Wirt BOE Policy GBA-RA, November 10, 2009

Updated: August 5, 2019