

Education Support Professional Hiring-Retention Bonus Payment

Beginning with the 2021-2022SY

REVISED 9/1/2022

Intent: In an effort to maintain the operation and continuity of services in Colorado Springs School District 11 by having qualified staff, D11 HR will implement a pilot Retention Bonus program from 1/1/22 – 7/31/2023. The rules listed below are in effect beginning 9/1/2022 as a result of the need to adjust the pilot program for recruitment and retention.

\$2500 Education Support Professional Hiring and Retention Bonus:

For all Education Support Professional (ESP) positions, an employee hired between 9/1/22 – 7/31/2023, shall receive a \$1250 hiring/retention bonus payment 30 days from the employee's start date on the following paycheck. Upon completion of the 89-day trial period (3 months), the employee will receive the remaining \$1250 bonus payment on the following paycheck from the effective date of 89-day trial period.

- a. If an employee was eligible for the employee recognition payment in the 21/22 school year, he/she would be ineligible for this retention bonus payment.
- b. An employee that resigns and returns to employment within this period, even after successful completion of the retention bonus, shall only be eligible for one retention bonus during the spending period.
- c. All internal transfers or promotions are not eligible for the retention bonus.
- d. An employee must meet both criteria of completion of 30 days of employment and 89-days of employment to be eligible for the retention bonus. (e.g., an employee that started prior to 1/1/22 would not be eligible for either 89-day trial period payment or one-year payment.) Any employee that is pending payment based upon the former 12 month payment rule set as of 9/1/2022, shall be paid the 89 day payment on 10/1/22 paycheck.
- e. An employee on an unpaid leave of absence during the retention bonus period (30 days of work and 89 day trial period) would be eligible for the payment based upon actual workdays completed.
- f. Payments will be processed monthly thereafter on the following paycheck from the effective hire date for any hire date after 3/1/22.
- g. Further circumstances are to be evaluated with HR and Payroll with the goal of consistency and assuming best intent.