



**2024  
2025**

**STAFFING INCENTIVES  
AND REFERRAL  
GUIDELINES**



# Staffing Incentives and Referral Guidelines

## FY 2024-2025

The DeKalb County School District (DCSD) is dedicated to recruiting and retaining highly qualified staff to directly support academic achievement. We value our employees' drive, talent, and commitment to supporting the growth and development of our most precious asset - our students!

Every day, in every way, DCSD employees go above and beyond to serve and keep students first. Thank you, DCSD employees, for all that you do. Together, let's continue *Disrupting for Excellence!*

## Employee Retention Incentive

<b>All DCSD Employees</b>	
<b>\$2,000</b>	
<p><b>DETAILS</b></p> <ul style="list-style-type: none"> <li>All current full-time DCSD employees hired on or before June 30, 2024, are eligible for the <b>\$2,000</b> Retention Incentive.</li> </ul>	<p><b>CRITERIA</b></p> <ul style="list-style-type: none"> <li>Must be a current full-time active DCSD Employee (part-time, temporary agency/contract personnel <b>NOT</b> eligible).</li> <li>Payment will be distributed in one lump sum on or before <b>September 30, 2024</b>. All recipients must be employed with the district at the time of distribution to receive the Retention Incentive.</li> <li>The Retention Incentive is a one-time offer for the 24-25 school year and is NOT a factor of the employees' entitled salary.</li> <li>Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.</li> <li>Employee cannot receive a retention supplement and a new-hire supplement.</li> </ul>

## Exceptional Service Appreciation Incentive

<b>25-30 Plus Years of Service</b>	
<b>\$1,000</b>	
<p><b>DETAILS</b></p> <ul style="list-style-type: none"> <li><b>\$1,000</b> for full-time benefits-eligible employees who have served the District for 25 years or more of service AND have topped out on their respective salary <b>schedule/grade</b> for at least one contractual year or more.</li> <li>The incentive is paid in 1 lump sum.</li> <li>This incentive is a one-time offer and is NOT a factor of the employee's entitled salary.</li> <li>The supplement will be minus any applicable taxes.</li> </ul>	<p><b>CRITERIA</b></p> <ul style="list-style-type: none"> <li>Must be a current full-time active DCSD Employee (part-time, temporary agency/contract personnel NOT eligible)</li> <li>Incentive will be distributed on or before <b>September 30, 2024</b>. All recipients must be employed with the district at the time of distribution to receive the Retention Incentive</li> <li>The Exceptional Service Appreciation Incentive is a one-time offer for the 24-25 school year and is NOT a factor of the employees' entitled salary.</li> </ul>

## New Hire Employee Incentives\*\*

### New Teachers, Paraprofessionals, SRO, Nurses, Bus Drivers, and Select Operations Positions\*\*

**\$2,000-\$2,500**

#### DETAILS

- All newly hired full-time classroom Teachers, Bus Drivers, SROs, Paraprofessionals, Nurses, and Select Operations Positions **\$2000**.
- Newly hired middle or high school teachers in Math & Science or elementary, middle, and high school in select Special Education Fields **\$2500**.
- The incentive is paid in one (1) lump sum.
- This incentive is a one-time offer and is NOT a factor of the employee's entitled salary.
- Must remain employed with DCSD for a minimum of two (2) consecutive years (if offered a 2<sup>nd</sup> successive year contract).
- The supplement will be minus any applicable taxes.
- **Select Special Education positions include:**
  - Deaf and Hard of Hearing
  - Psychologists
  - Speech-Language Pathologists
  - MOID/MID
  - SID/PID
  - Adapted
  - Visually Impaired
- **Select Operations positions include:**
  - HVAC
  - Plumbers
  - Electricians
  - Mechanics
  - Kitchen Equipment Repair Technician

#### CRITERIA

- Eligible recipients must be hired into a full-time position on or before **September 1, 2024**, to receive the full incentive. Any new employee teacher hired after **September 1, 2024**, will not be eligible for the incentive.
- Returning employees (**rehires**) must have a **one (1) year break in service** from DCSD to be eligible for the New Hire Incentive.
- All recipients of the New Hire incentive must remain employed with DCSD for a minimum of two (2) consecutive years (if offered a 2<sup>nd</sup> successive year contract).
- The incentive will be distributed on or before **September 30, 2024**. All recipients must be employed with the district at the time of distribution to receive the New Hire Incentive.
- The New Hire Incentive is a **one-time offer for the 24-25 school year** and is NOT a factor of the employee's teacher's entitled salary.
- Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.
- Employee cannot receive a new hire supplement and a retention supplement.

## Employee Referral Incentive

<b>Employee Referral</b>	
<b>\$300</b>	
<p><b>DETAILS</b></p> <ul style="list-style-type: none"> <li>• Full-time and part-time employees only</li> <li>• Unlimited employee referrals for applicants in the following critical fields.</li> <li>• Referred candidates considered a promotion and rehire (less than a 2-year break in service) are ineligible.</li> <li>• DCSD employees in the following categories are ineligible to receive the incentive:               <ul style="list-style-type: none"> <li>○ Members of the HR Team</li> <li>○ Hiring manager for that given role</li> <li>○ School-based administrators (Principals and Assistant Principals)</li> <li>○ Temporary agency or contract agency employees</li> </ul> </li> <li>• Payout is in one payment per semester.</li> <li>• Payout dates are on or before December 31, 2024, and May 31, 2025.</li> </ul> <p>Critical Fields **eligible for this incentive</p> <ul style="list-style-type: none"> <li>• Teacher</li> <li>• Paraprofessional</li> <li>• Bus Driver</li> <li>• SRO</li> <li>• Nurse</li> <li>• Select skilled Operations Positions (Electricians, Plumbers, HVAC, Mechanics)</li> </ul>	<p><b>CRITERIA</b></p> <ul style="list-style-type: none"> <li>• Active DCSD employees (i.e., Full-time, Part-time, and Substitutes) are eligible to receive <b>\$300</b> when they refer a candidate to the district. Auxiliary employees – temporary agency, contract agency, community coach, etc. – are NOT eligible.</li> <li>• Note: The Department of Transportation will offer an additional <b>\$150</b> for every new bus driver hired.</li> <li>• Referred candidates considered a promotion or rehire (less than a 2-year break in service) are ineligible.</li> <li>• When a new potential candidate is applying for a position, the candidate must list the DCSD employee on their Frontline application under the Active Employee Referral Information section.</li> <li>• The full-time new hire must be employed at least 45 days before initiating the payout. The payout will be initiated for part-time and substitute employees after the new hire has worked for at least 45 days.</li> <li>• The referring DCSD employee must be an active employee on the date of the incentive payout to receive the supplement.</li> <li>• Referrals submitted to any other person or team (i.e., a school leader, leadership team, or grade team) or through another forum (e.g., email or text) will NOT be processed.</li> <li>• The new hire can only list one DCSD employee on the Frontline application under the Active Employee Referral Information section.</li> <li>• Payout will be made in one payment per semester. This supplement is separate from payroll and is non-pensionable. Taxes will be withheld.</li> </ul>

## Meritorious Attendance Recognition Program

<b>MARP</b>	
<b>\$250</b>	
<p><b>DETAILS</b></p> <p><b>Full-time employees</b></p> <ul style="list-style-type: none"> <li>• Eligible candidates will have used six (6) days (or less) July 1, 2024- May 15, 2025</li> <li>• Types of absence that will be considered:               <ul style="list-style-type: none"> <li>○ Personal Leave</li> <li>○ Sick Leave</li> <li>○ Bereavement (Religious leave)</li> </ul> </li> <li>• Payout is on or before June 15, 2025</li> </ul> <p><b>Substitute and Part-Time Employees</b></p> <ul style="list-style-type: none"> <li>• Eligible candidates who have worked 650 hours July 1, 2024-May 15, 2025.</li> <li>• This supplement is separate from payroll and is non-pensionable. Taxes will be withheld.</li> </ul>	<p><b>CRITERIA</b></p> <ul style="list-style-type: none"> <li>• All full-time, part-time, and substitute employees are eligible for Meritorious Attendance Incentive.</li> <li>• Full-time employees who use six (6) days or less of leave (per year-July 1, 2024- May 15, 2025) will be eligible for <b>\$250 supplement</b>.</li> <li>• This includes personal leave, sick leave, bereavement days, etc. Vacation leave is excluded.</li> <li>• Part-time and Substitute Employees who work at least 650 hours from July 1, 2024, to May 15, 2025, will be eligible for a <b>\$150 supplement</b>.</li> <li>• Payout is on or before June 15, 2025.</li> <li>• Additional rules/guidance and policies may also apply and may be discontinued at DCSD/BOE discretion.</li> </ul>

## Supplemental 2% Match Program

<b>Supplemental 2% Match Program</b>	
<b>2 Years- PSERS Employees/ 5 Years TRS Employees</b>	
<p><b>DETAILS</b></p> <ul style="list-style-type: none"> <li>• The Supplemental Retirement 2% Match Program is a tax-deferred savings program where the BOE contributes 2% of a 403(b)-account held with one of the four BOE-approved optional Investment and Retirement Providers Fidelity, VOYA, EMPOWER formally Mass Mutual, and Corebridge formally AIG/VALIC.</li> <li>• The employee must contribute at least 2% of their base salary into an approved DCSD 403(b) account, AND the DeKalb County School District (DCSD) will contribute a 2% match.</li> </ul>	<p><b>CRITERIA</b></p> <ul style="list-style-type: none"> <li>• To participate in the 2% match program, an employee must meet the following criteria:</li> <li>• Full-time employees enrolled in TRS/ERS with at least <b>five (5) years of continuous full-time</b> employment with DCSD after January 1, 2011.</li> <li>• Full-time employees enrolled in PSERS with at least <b>two (2) years of continuous full-time</b> employment with DCSD after January 1, 2011.</li> <li>• Contribute at least 2% of their base salary into an approved DCSD 403(b) account (Fidelity, EMPOWER, Corebridge, VOYA).</li> </ul>

## 2024-2025 TEACHER SALARY SCHEDULE\*\*

	T-4 BACHELORS		T-5 MASTERS		T-6 SPECIALIST		T-7 DOCTORATE	
	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL	HOURLY	ANNUAL
1	\$39.47	\$60,000	\$40.99	\$63,100	\$44.58	\$68,250	\$48.49	\$74,000
2	\$39.97	\$60,750	\$41.60	\$64,100	\$45.25	\$69,350	\$49.22	\$75,200
3	\$40.46	\$61,500	\$42.23	\$65,100	\$45.93	\$70,450	\$49.96	\$76,400
4	\$40.95	\$62,250	\$42.86	\$66,100	\$46.62	\$71,550	\$50.70	\$77,600
5	\$41.45	\$63,000	\$43.51	\$67,100	\$47.32	\$72,650	\$51.47	\$78,800
6	\$42.24	\$64,200	\$44.59	\$68,600	\$48.50	\$74,350	\$52.75	\$80,600
7	\$43.03	\$65,400	\$45.71	\$70,100	\$49.71	\$76,050	\$54.07	\$82,400
8	\$43.82	\$66,600	\$46.85	\$71,600	\$50.95	\$77,750	\$55.42	\$84,200
9	\$44.61	\$67,800	\$48.02	\$73,100	\$52.23	\$79,450	\$56.81	\$86,000
10	\$45.39	\$69,000	\$49.22	\$74,600	\$53.53	\$81,150	\$58.23	\$87,800
11	\$46.18	\$70,200	\$50.45	\$76,100	\$54.87	\$82,850	\$59.68	\$89,600
12	\$46.97	\$71,400	\$51.71	\$77,600	\$56.24	\$84,550	\$61.18	\$91,400
13	\$47.76	\$72,600	\$52.49	\$79,100	\$57.09	\$86,250	\$62.09	\$93,200
14	\$48.55	\$73,800	\$53.28	\$80,600	\$57.94	\$87,950	\$63.02	\$95,000
15	\$49.34	\$75,000	\$54.08	\$82,100	\$58.81	\$89,650	\$63.97	\$96,800
16	\$49.84	\$75,750	\$54.89	\$83,000	\$59.69	\$90,650	\$64.93	\$97,900
17	\$50.33	\$76,500	\$55.44	\$83,900	\$60.29	\$91,650	\$65.58	\$99,000
18	\$50.82	\$77,250	\$55.99	\$84,800	\$60.89	\$92,650	\$66.23	\$100,100
19	\$51.32	\$78,000	\$56.55	\$85,700	\$61.50	\$93,650	\$66.90	\$101,200
20	\$51.81	\$78,750	\$57.12	\$86,600	\$62.12	\$94,650	\$67.57	\$102,300
21	\$52.30	\$79,500	\$57.69	\$87,500	\$62.74	\$95,650	\$68.24	\$103,400
22	\$52.80	\$80,250	\$58.27	\$88,400	\$63.37	\$96,650	\$68.92	\$104,500
23	\$53.29	\$81,000	\$58.85	\$89,300	\$64.00	\$97,650	\$69.61	\$105,600
24	\$53.78	\$81,750	\$59.44	\$90,200	\$64.64	\$98,650	\$70.31	\$106,700
25	\$54.28	\$82,500	\$60.03	\$91,100	\$65.29	\$99,650	\$71.01	\$107,800
26	\$54.77	\$83,250	\$60.63	\$92,000	\$65.94	\$100,650	\$71.72	\$108,900
27	\$55.26	\$84,000	\$61.24	\$92,900	\$66.60	\$101,650	\$72.44	\$110,000
28	\$55.76	\$84,750	\$61.85	\$93,800	\$67.27	\$102,650	\$73.16	\$111,100
29	\$56.25	\$85,500	\$62.47	\$94,700	\$67.94	\$103,650	\$73.90	\$112,200
30+	\$56.74	\$86,250	\$63.09	\$95,600	\$68.62	\$104,650	\$74.63	\$113,300

Provisional Salary- \$53, 641

\*\*Pending BOE Approval



**DeKalb County**

School District

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