

Galveston ISD
2023-2024 Retention Bonus
Proposed Parameters

General Information:

- Retention bonus to be based on 2.5% of annual salary amount, as set-up in Skyward's HR Employee Management system, for all employees that meet eligibility criteria below, and to be paid with ESSER III funds
- Payment amounts will be determined based on primary work assignment as of the first day of the employees' contract for each semester of the 2023-24 school year
- Part-time employees' payments will be prorated according to their FTE based on their primary work assignment in Skyward HR
- Retention bonus is for service rendered by employee and will accrue proportionately as the employee renders the service. If the employee leaves GISD prior to supplement being dispersed, the services rendered will be deemed unfulfilled and the employee will not be eligible for the bonus.
- The Retention Bonus will be divided into two (2) equal payments as follows:
 - The first payment will be paid with the second pay date in December 2023
 - Payment is for service rendered by employee from September 1, 2023, through November 30, 2023
 - Payments to employees that are hired after September 1, 2023, will be prorated based on days/hours worked, as applicable
 - If an employee leaves GISD prior to December 1, 2023, the services rendered will be deemed unfulfilled and the employee will not be eligible for the retention bonus
 - The second payment will be paid at the end of their 2024 contract
 - Payment is for service rendered by employee from January 1, 2024, through May 31, 2024
 - Payments to employees that are hired after January 1, 2024, will be prorated based on days/hours worked, as applicable
 - If an employee leaves GISD prior to June 1, 2024, the services rendered will be deemed unfulfilled and the employee will not be eligible for the retention bonus
 - Payments will be included in the regular paycheck
 - Payments will be taxed at the same rate as employee annual pay which is determined by employee selections on the W4 form.
 - Should the District close for an emergency during the 2023-24 school year, the retention bonus will be earned based on the adjusted number of workdays and the employees' ability to earn the payment will not be harmed by the closure.

Eligibility Criteria:

- Must have an assignment in employee management in Skyward HR
- Must be an active employee and complete their assignment prior to each disbursement
- Minimum calendar of 172 work days
- Not Eligible:
 - Substitutes
 - Temporary workers
 - Student workers
 - Workers in the after-school programs
 - Contractors, individuals paid through Accounts Payable, or others providing services to the district who do not receive a W2 from GISD