



# MEMORANDUM

**TO:** Suffolk City School Board Members

**FROM:** Dr. John B. Gordon III, Superintendent *JBG:ALG*

**DATE:** April 24, 2025

**RE:** Bonus Payment to Certain Staff as Outlined Below

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Governor Younkin has signed legislation that allows the school division to plan and pay a bonus to staff by June 1, 2025. School divisions have the flexibility to determine the amount of the bonuses paid per employee to maximize the use of state funds.

It is recommended that a \$1,000 bonus be paid as follows for all actively employed Full-Time (FT) and a \$500 bonus be paid to Permanent Part-Time (PPT) staff who meet ALL 5 criteria listed below.

*Long-term Substitute Teachers who are working as of the date of this memorandum and have worked at least 90 or more days during the 2024-2025 school year AND remain on the substitute teacher list through September 30, 2025 are eligible for a \$500 bonus payable October 2025.*

Should an employee who has received the bonus fail to work for the division until September 30th 2025, meaning any separation of employment to include those who quit or retire *prior to September 30, 2025, the bonus is subject to repayment to the division and will be deducted from the employee's final paycheck or collections by the City of Suffolk Treasurer.*

This bonus does **NOT** include part time tutors, adult evening class teachers, priority substitutes, or any other non-permanent part-time staff who fill in a weekly time sheets to be paid different hours weekly as needed.

Full Time and Permanent Part-Time staff who meet **ALL FIVE** of the following criteria:

1. **Hired before** March 3, 2025
2. **Actively employed** at May 30<sup>th</sup>, 2025
3. **Receive** a Contract or Pay Notification for the 2025-2026 School Year
4. **Signed** the contract or Pay Notification for the 2025-2026 School Year prior to **May 22, 2025**
5. **Remain employed** (12- month employees) or return for the 2025-2026 School year (11 - month and 10 - month employees) and work thru at least **September 30, 2025**
6. Acceptance of the bonus by an employee who does not meet these criteria is subject to **repayment or collection** through the City of Suffolk Treasurer's office

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Employees who are on FMLA or Worker's Compensation will be contacted directly in order to facilitate the signing of their contract or work assignment.

This bonus will be issued as a separate check and taxed at a flat amount for both federal and state taxes as required by law.

This retention bonus has been approved by the state to be paid partially from state funding in the amount of \$1,528,662 and from year end funding in the estimated amount of \$725,300. The \$1,000 is fully taxable so examples are provided below of expected bonus amounts after taxes.

Full time employees who receive a contract or pay notification:

	\$1,000.00
Less:	
F.I.C.A.	-76.50
Federal Taxes	-250.00
State Taxes	<u>-57.50</u>
<b>Total Net</b>	<b>\$ 616.00</b>

Permanent Part-time employees who receive a contract or pay notification **AND** Long-term Substitutes who meet the criteria outlined on the previous page:

	\$500.00
Less:	
F.I.C.A.	- 38.25
Federal Taxes	- 125.00
State Taxes	<u>- 28.75</u>
<b>Total Net</b>	<b>\$308.00</b>

tlg

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