



MEMORANDUM

TO: Suffolk City School Board

FROM: Dr. John B. Gordon III, Superintendent *JBG/3/16*

DATE: November 10, 2022

RE: Request for Approval of Bonus Payment to Staff

The Commonwealth of Virginia has mandated a \$1,000 bonus for all full-time employees as part of the 2022-2023 and 2023-2024 biennium budget. This payment must be made by December 1, 2022. The bonus is funded on the total number of SOQ positions funded less the composite index (local ability to pay). The state's budget document funded this bonus separately so Suffolk Public Schools placed the funding in the Grant Fund.

It is recommended that a bonus be paid as follows for anyone who is **actively employed as of November 15th or hired prior to October 1st, 2022:**

- | | |
|---|------------|
| • Full Time Staff | \$1,000.00 |
| • Long Term Substitutes (employed by Sept 15th – November 15th) | 1,000.00 |
| • Permanent Part Time Staff | 500.00 |
| • Priority Substitutes (employed by Sept 15th – November 15th) | 500.00 |
| • Part Time Safety Monitors and Nurse Assistant | 500.00 |
| • Algebra Readiness Tutors, ELL Tutors, and P/T Adult Ed Teachers | 250.00 |

This bonus will be paid on November 23, 2022 (electronic payments) and is broken down by fund amount below:

State Grant	\$1,371,428.70
C.A.R.E.S. II as approved	1,257,481.44
Operating Fund	<u>847,739.86</u>
Total	\$3,476,650.00

This bonus will be different in that it will be issued as a separate check and taxed at a flat amount for both federal and state taxes as required by law. The operating fund is funding the difference in taxes at all levels so that employees will see a check for the exact amount of the bonus listed above. The cost to the division is higher, however, the state approval of the use of the C.A.R.E.S. Act funding to be used to fund non-SOQ position bonuses allows the division to use vacancy funding to cover the difference instead of funding non-SOQ positions.

Example:

Bonus of \$1,000	Gross Check	\$1,548.00
	Less:	
	Federal Tax (22%)	340.56
	F.I.C.A.	118.43
	State Tax (5.75%)	<u>89.01</u>
	Employee Check	\$1,000.00