



Attendance Incentive Program (AIP)

The Lincoln County Board of Education has authorized the Central Office to create and implement an Attendance Incentive Program (AIP) to reward outstanding employee attendance (both classified and certified). Employees reaching or exceeding a 98% threshold for attendance based on their individual calendar will be rewarded a maximum of \$260 per semester.

The following criteria will be used in order to determine eligibility in the Attendance Incentive Program. This is not an all-inclusive list since it is impossible to predict all circumstances. Should there be an issue that arises not covered by these criteria, it will be referred to a committee of four employee representatives (Personnel & Human Resources Coordinator, Principal, Classified employee, and Certified Employee).

- Employees must reach or exceed a 98% threshold for attendance based on their individual calendar during one or both semesters of the school year. (There is separate opportunity for each semester; award money is divided equally for each semester.)
- Employees with 100% attendance during one or both semesters will receive an additional bonus.
- This initiative is for full-time employees only.
- Approved bereavement days will not be counted as “missed days”.
- Approved non-contract days will not be counted as “missed days”.
- Any change to an employee calendar must be approved by their immediate supervisor in advance.
- Awards will be issued in separate checks in January and June.
- For the sake of calculating consistently, we will either round up or down in making calculations. We will round numbers down to the closest whole number from 0.5 and below and calculations above 0.5 will be rounded up to the nearest whole number.
- Employees will be required to fill out a form requesting this reward. Forms must be turned in by the last school day (of the first semester) for first semester consideration and by the last school day (of the second semester) for second semester consideration. Extended day employees must turn in the second semester request **by June 15th**. Requests will then be verified and checks issued in January and June. If an employee’s request is denied for any reason they will receive an explanation from their supervisor. NOTE: Employees **must** turn in a form to request this award; no employee will be considered for this program unless they turn in a signed form to their supervisor. Forms will be provided to your supervisor for distribution.
- For purposes of this program, your supervisor is the person who conducts your evaluation.

Awards

Monthly Perfect Attendance Award			
January	\$10	July <i>(extended day employees only)</i>	\$10
February	\$10	August	\$10
March	\$10	September	\$10
April	\$10	October	\$10
May	\$10	November	\$10
June <i>(extended day employees only)</i>	\$10	December	\$10

Semester 98% Attendance Award*			
January - May	\$100	August - December	\$100

Semester Perfect Attendance Award Bonus**			
January - May	\$100	August - December	\$100

***The bonus is in addition to the Semester 98% Attendance Award.*