

Community Action of Southeast Iowa

Retention and Hiring Incentives

Board Approved 2/15/2022

The agency has provided services throughout the pandemic. We have struggled with keeping our office, classrooms, centers and clinics open and fully staffed. We feel a Retention and Hiring Incentive is necessary and beneficial to staff to continue to provide services to clients in our service area.

The following is the proposed plan to get the agency back to full staff and retain the staff we currently employ:

- Incentive levels are in 4 categories:
 - Full Time, Long Term \$1,500 (Tier 1)
 - Part Time, Long Term \$750 (Tier 2)
 - Full Time, Short Term \$1,000 (Tier 3)
 - Part Time, Short Term \$500 (Tier 4)
- Any **Full Time employee** that has been employed over 6 months (long term) will receive a full Tier 1 retention incentive (\$1,500) in two installments 3 months apart.
- Any **Part Time employee that has been employed over 6 months** (long term) will receive a full Tier 2 retention incentive (\$750) in two installments 3 months apart.
- **Full Time staff employed less than 6 months** (short term) will receive 50% of the Tier 3 incentive (\$1,000) upfront and the second 50% of the incentive after 6 months of employment in good standing and with written release from his/her probationary period or 3 months after the first installment, whichever is the latter.
- **Part Time staff employed less than 6 months** (short term) will receive 50% of the Tier 4 incentive (\$500) upfront and the second 50% of the incentive after 6 months of employment in good standing and with written release from his/her probationary period or 3 months after the first installment, whichever is the latter.
- **New hires will receive 10%** of their appropriate tier (3 or 4) incentive upon working 14 days after completion of agency orientation, a second installment of 40% of the incentive amount after 3 months, and a final installment of the remaining 50% of the incentive amount after 6 months of employment if they are in good standing and have a written release from his/her probationary period.
- This incentive to hire will remain in effect through August 31, 2022. To qualify for the incentive employees must start employment by August 31, 2022. Any further incentive proposals will be brought back before the Board for approval.

Additional Conditions:

- Full-time and part-time status is determined as of January 1, 2022.
- Employees must be currently employed and have not submitted a resignation notice at the time incentive checks are issued.
- Full-Time is defined as scheduled hours of 30 or more per week.
- Part-Time is defined as 29 or less scheduled hours per week.
- Long Term staff is defined as employees, full or part time, who have worked for the agency 6 months or longer as of January 1, 2022.
- Short Term staff is defined as employees, full or part time, who have worked for the agency less than 6 months as of January 1, 2022.

The Office of Head Start (OHS) has suggested Head Start programs provide incentive pay to staff in response to the conditions faced over the last 2 years of the worldwide pandemic. In an effort to retain and hire new qualified and experienced staff, OHS and our Regional Office are encouraging programs to utilize funds to help alleviate these staffing concerns.

Our board has approved Retention and Hiring Incentives to apply to all agency programs. The funding to be used for staff in each agency program has been designated as follows:

Funding for Head Start staff will come from a combination of funds. We will first use funds from the current Head Start salary budget. Then funding will come from the 3rd installment of COVID Response Funds from the American Rescue Plan Act (ARPA). Head Start Informational Memorandum ACF-IM-HS-21-05, issued on 9/27/2021, includes staff retention pay as an allowable use of ARPA funding if supported by Agency policy.

Funding for Energy Assistance (LiHEAP) staff will be paid using program budget funds. Staff paid out of CSBG funds will be paid from Personnel in the CSBG Supplemental budget. Funding for the balance of the agency staff will come from the Community Services Block Grant (CSBG) COVID Supplemental Co-funded budget funds. If we exceed the CSBG Supplemental Co-funded budget amount, expenses will be charged to the programs. Expenses incurred after September 30, 2022 will be charged to the programs.