

One Time Payment  
Hourly Staff  
Recognition and Support Payment  
January 2025

**One-Time Payment**

The District shall provide each eligible hourly employee with a one-time payment of \$1,000 based on their average number of hours worked per month during the months of September, October, November, and December.

**Eligibility Criteria**

To be eligible for the one-time payment:

- The employee must have worked a minimum of 2 hours per week during the specified months.
- Employees who worked fewer than the required average hours will not be eligible for the payment.
- The employee must be in paid status with the District on the date the Board approves this MOU.

**Calculation of Payment**

- The payment will be calculated based on the average number of hours worked in the months of September, October, November, and December.
- The payment will be prorated to reflect the employee's average hours. For example, an employee who worked 40 hours per week on average would receive the full payment, whereas an employee working 20 hours per week on average would receive 50% of the payment.

**2. Suggested Uses of Funds**

The payment is intended to encourage employees to engage in financial planning for their future. Suggested uses include:

- Contributing to a 403(b) retirement plan.
- Opening a new 403(b) retirement account.
- Increasing contributions to an FSA account.
- Making a payment toward student loans.
- Investing in other financial instruments.
- Making a payment toward personal loans or debts.
- Opening or contributing to a savings account.