

Mercer County Head Start Policies and Procedures

P/P Topic:	Incentive – Retention	P/P #:	
Part:	45CFR 75.430(f)	PC Approval Date:	02/16/23
Subpart:		Last Reviewed Date:	
Section Title(s):		Implementation Responsibility:	CFO
Related Performance Standard(s):	<i>ACF-IM-HS-22-04</i>	Monitoring Responsibility:	HS Director

(A) Policy	<p>This Information Memorandum describes providing competitive financial incentives with existing grant funds as a short-term strategy to invest in the Head Start workforce and promote retention of current staff, as well as recruitment of new staff to fill vacant positions. This policy applies to Mercer County Head Start employees only.</p>
(B) Responsibility	District Treasurer’s Office
(C) Procedure	<p>High-retention workplaces tend to employ more engaged workers invested in the mission and vision of the program. Employee retention promotes the health and success of the program. Seasoned employees maintain and demonstrate institutional knowledge.</p> <p>While employee retention is important in all work environments, it is especially relevant and detrimental to the unique services Head Start staff / programs provide to enrolled children and families.</p> <p>For all Head Start employees who remain employed at the time this incentive is scheduled to be distributed, that employee shall receive a one-time payment in the amount of 7% of their budgeted salary (as of the approval of this policy).</p> <p>The MCHS employee must have been employed in FY 23 and remain employed at MCHS to receive any retention incentive payments as scheduled. All pending or potential incentive payments will be forfeited by the employee upon termination, regardless of the reason(s) for separation of employment.</p> <p>This policy meets the definition of reasonableness per the IM narrative address workforce shortages and allowable per the IM directing grant recipients to utilize ARP, COVID related funds, and base grant funds.</p> <p>This policy will remain in effect provided grant funds are available.</p>