



Office of State Human Resources

ROY COOPER  
Governor

BARBARA GIBSON  
Director, State Human Resources

**Memorandum**

To: County DSS, Public Health, and HR Directors  
From: Dominick D'Erasmus, M.A. CPM OSHR Local Government Manager  
Date: 1/17/2023  
Re: **Sample Sign-On and Retention Bonus Policy**  
**In-Range Adjustments Policy**

Dear Directors,

Over the past few months, I've had many consultations with county clients regarding compensation options to help attract and retain employees, particularly in hard-to-fill and critical occupations. As such, I'd like to take this opportunity to share two policy options that are currently being used by the State of North Carolina:

1. **Sample Sign-On and Retention Bonus Policy** - The Sign-On and Retention Bonus Policy allows a sign-on bonus, either for a specific job classification or a specific position, as part of a program established to attract qualified candidates in critical positions that have labor market shortages, and only when it is common practice to offer a sign-on bonus to a candidate for a position to be competitive in the market.
2. **Sample In-Range Adjustments Policy** - The In-Range Adjustments Policy defines salary increase adjustments related to job change, equity, and labor market.

The State recently revised their Sign-on and Retention Bonus policy to address current job market and labor shortages. Although this state policy does not apply to local county agencies, I have provided a policy template (attached) as a guide to develop a local policy that can address similar concerns for your county/agency.

In addition, I have included a modified In-Range Adjustments Policy. Just like the sign-on bonus policy, this In-Range state policy does not apply to local counties; however, you may be able to use this sample policy language to develop a local policy that fits your specific needs.

If your County currently does not have such policies, please consider using this information to help guide the development of your own local policies. I encourage you to share this information with your County HR Director.

Let me know if you would like any of these sample documents in Microsoft Word format.

As always, please let me know if you have any questions. The Local Government team remains committed to supporting you in any way we can.