

Documentation for Sign-On or Retention Bonus Recommendation

Person who completed this form	
Date this form was completed	

Is this form about a proposed Sign-on Bonus, or about a proposed Retention Bonus?

- Sign-On Bonus – *go to next question.*

 Retention Bonus – *go to page 3.*

Sign-On Bonus questions

A sign-on bonus may be offered for either “Sign-On Bonus Situation 1” or “Sign-On Bonus Situation 2.” Please complete the boxes below for the appropriate situation.

- Sign-On Bonus Situation 1 — A specific job classification**

In this situation, the sign-on bonus provides a recruitment incentive to attract qualified candidates in job classifications critical to the mission of an agency that have labor market shortages impacting the business needs of the agency and impairing the delivery of essential services.

To enhance its ability to recruit during labor market shortages, an agency may determine the need to offer competitive sign-on bonuses to candidates hired into positions for a specific job classification within the agency, division, facility, or unit. The sign-on bonus may also be limited to a geographical area.

If in Sign-On Bonus Situation 1, answer the following questions.

How long will the sign-on bonus be available?	
What will be the amount of the sign-on bonus?	
How will the payment be distributed? <i>(for example, in the 1st & 12th paycheck)</i>	

What is the classification?	
Will the sign-on bonus be limited to a geographical area?	

Will the sign-on bonus be set at a flat rate for the job classification?

- Yes -- *this is required.*

Will the sign-on bonus be consistently applied to all new hires in the classification, or (if applicable) all new hires in the classification in a particular geographical area?

- Yes -- *this is required.*

Please check one or more of the following, then explain or attach supporting data.

- Turnover rates are significantly higher than acceptable.
- Retention rates are significantly lower than acceptable.
- Vacancy rates are significantly higher than acceptable.

Explain how, or attach supporting data:

Explain the steps being taken to mitigate the recruitment or retention challenges.

Is the agency seeking to provide a sign-on or retention bonus payout for a group of 50 or more employees?

- Yes
- No

Sign-On Bonus Situation 2 — An individual position

In this situation, the sign-on bonus provides a recruitment incentive to attract qualified candidates in a position that is critical to the mission of an agency in which the market is very competitive.

Typically, the employee in the position will serve as the only individual in a role or will be one of two within an agency. And, typically, a bonus would be used in this situation when an agency's inability to attract and hire a strong candidate would impact the business needs of the agency and impair the delivery of essential services.

If in Sign-On Bonus Situation 2, answer the following questions.

What will be the amount of the sign-on bonus?	
How will the payment be distributed? <i>(for example, in the 1st & 12th paycheck)</i>	
Will the sign-on bonus be limited to a geographical area?	

Complete the following – or, for requests with multiple employees, please attach an Excel spreadsheet with the following columns completed.

First Name	Last Name	PERNR	Position #	State Job Classification Title

Briefly explain below why the bonus will be offered.

Attach, or briefly state below, why sign-on bonuses are recognized as a common practice to be competitive in the market for the position being recruited.

Explain the steps being taken to mitigate the recruitment or retention challenges.

Retention Bonus questions

Retention Bonus Situation 1 — Retention Bonus in Parallel with a Sign-On Bonus Program for a Specific Job Classification

In this situation, the retention bonus provides a method of retaining a group of employees when the agency is offering a sign-on bonus as a recruitment incentive to attract qualified candidates in critical positions that have labor market shortages impacting the business needs of the agency and impairing the delivery of essential services.

If in Retention Bonus Situation 1, answer the following questions.

What will be the amount of the retention bonus?	
How will the payment be distributed? <i>(for example, in the 1st & 12th paycheck)</i>	

What sign-on bonus program is it matching? <i>(Attach the supporting documentation for that sign-on bonus program, if it is not discussed on the previous pages of this form.)</i>	
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Will the retention bonus amount be greater than the sign-on bonus amount?

- Yes – *Please explain why below*
- No – *Go to next question.*

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Explain the steps being taken to mitigate the recruitment or retention challenges.

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Is the agency seeking to provide a sign-on or retention bonus payout for a group of 50 or more employees?

- Yes
- No

Retention Bonus Situation 2 — Retention Bonus in Parallel with a Sign-On Bonus Program for an Individual

In this situation, the retention bonus is provided to retain an employee when the agency has offered a sign-on bonus as a recruitment incentive to an individual in a similar, critical position within the same work unit that has labor market shortages which affect the business needs of the agency and impair the delivery of essential services.

If in Retention Bonus Situation 2, answer the following questions.

What will be the amount of the retention bonus?	
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How will the payment be distributed? <i>(for example, in the 1st & 12th paycheck)</i>	
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What sign-on bonus program is it matching? <i>(Attach the supporting documentation for that sign-on bonus program, if it is not discussed on the previous pages of this form.)</i>	
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Will the retention bonus amount be greater than the sign-on bonus amount?

Yes – *Please explain why below.*

No – *Go to next question.*

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Explain the steps being taken to mitigate the recruitment or retention challenges.

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Retention Bonus Situation 3 — Retention Bonus Tied to a Special Initiative

In this situation, the retention bonus is provided to retain a team of employees assigned to a special initiative of the agency, state, institution, or system where their combined special skills and understanding of the initiative are critical to its successful completion.

If in Retention Bonus Situation 3, answer the following questions.

What will be the amount of the retention bonus?	
How will the payment be distributed? <i>(for example, in the 1st & 12th paycheck)</i>	

Complete the following – or, for requests with multiple employees, please attach an Excel spreadsheet with the following columns completed.

First Name	Last Name	PER#	Position #	State Job Classification Title

Please answer the following questions.

What is the special initiative?	
What specialized skills do the employees have that are critical to the initiative's successful completion?	
What is the expected completion / end date for the special initiative?	

Is the agency seeking to provide a sign-on or retention bonus payout for a group of 50 or more employees?

- Yes
- No

Explain the steps being taken to mitigate the recruitment or retention challenges.

Retention Bonus Situation 4 — Retention Bonus for an Individual

In this situation, the retention bonus is provided to retain an employee when they are likely to leave the agency to work for another agency or employer.

This retention bonus option also provides agencies with a mechanism to retain an employee critical to an agency’s mission during a period of transition, such as a closure or relocation of an employee’s office, facility, activity, or organization, who would be likely to leave before the transition is complete.

If in Retention Bonus Situation 4, answer the following questions.

What will be the amount of the retention bonus?	
How will the payment be distributed? <i>(for example, in the 1st & 12th paycheck)</i>	

Complete the following.

First Name	Last Name	PERNR	Position #	State Job Classification Title

Briefly explain below the competition, in the labor market for this skillset, which has made the retention bonus necessary.

Briefly explain the employee’s skills that are critical to the mission of the agency and would be difficult to timely replace.

(If applicable) If the bonus is being provided because of a period of transition that would make the employee likely to leave, briefly describe the transition and the retention risk.

Explain the steps being taken to mitigate the recruitment or retention challenges.

Questions for Either Kind of Bonus

Flexibility Authorization

For each employee who will receive the bonus, look at the pay grade's salary range. For any employee, will the bonus be an amount greater than 10% of the midpoint of the employee's salary range?

- Yes
- No

Equity

If the bonus is not being provided to all employees in a classification, briefly discuss the impact of this bonus on equity between similarly situated employees.