

Sign-On Bonus Policy

Purpose and Objective

The purpose of the sign-on bonus policy is to outline the requirements and responsibilities of management and of the employee, timing of payments and the implementation of the sign-on bonus. The sign-on bonus is a non-recurring and non-accumulating sum of money which is paid to an employee with the sole objective of incentivizing the employee who is receiving the bonus to accept employment with Merrimack County. The sign-on bonus is subject to all applicable payroll taxes.

Eligibility

The bestowing of the sign-on bonus upon the employee from Merrimack County is contingent upon the following eligibility factors:

1. Employee must be hired in one of the designated positions which have been determined by management as difficult to recruit and/or retain. (Addendum Attached)
2. Subcontractors, per diem, registry and/or independent consultants are not eligible to receive sign-on bonus.

Responsibilities of the Employee

Upon determination of eligibility of the employee and prior to the payment of the sign-on bonus, the employee is responsible for the following:

1. The employee is responsible for agreeing to and signing a written agreement between the employee and the County in acknowledgement of understanding of and in agreement to the following stipulations:
 - The employee must maintain employment at the County for a minimum of one (1) year from the date of hire. If the employee is unable to satisfy the 1 year minimum requirement and is terminated before that point, the employee is responsible for the repayment of the pro-rated portion of the sign-on bonus that was paid. For example, if the employee completes 9 months of service, the employee must repay 25% of the sign-on bonus paid (for the remaining 3 months of the year for which the employee did not provide service).

Actions

Management determines based on past experience and historical and current staffing patterns of the County which position titles are deemed difficult to recruit for and/or retain. This determination will be utilized in determining the eligible employees to receive the sign-on bonus. Sign-on bonuses will be utilized for these position titles only when other recruitment methods have been deemed unsuccessful. Key factors management will consider in determining which position titles are difficult to recruit/retain consist of the following:

1. Turnover frequency and existing vacancies
2. Labor market factors, conditions of and staffing patterns for other entities in the industry
3. Results of previous recruitment/retention methods
4. Specific qualifications for the position and relative difficulty in attaining such qualifications
5. Availability of funds for the purpose of a sign-on bonus.

Before communications of the sign-on bonuses to the eligible employees, the payment terms and payment amounts will be reviewed by the Board of Commissioners, who will make the final determination of the bonuses to be granted and in what amounts, as well as the determination of the payment date. Changes in positions included for sign-on bonuses will be reviewed and approved by the Board of Commissioners as needed.

Implementation

Communications of the sign-on bonuses to the eligible employees to be receiving the bonuses will occur simultaneous to the discussion concerning the employee's acceptance of employment at the County. Effective date of implementation will be date approved by Board of Commissioners. The sign-on bonus will expire on June 30, 2022. The Board of Commissioners will review in June of 2022 the need for any continuation of the sign-on bonus.

Sign-on bonuses will be paid within the first year of employment. Payment will be made in three payments to eligible employee. The first payment will be made in the next pay period following 30 days of employment, the second payment will be made in the next pay period following 90 days of employment and final payment will be made in the next pay period following 6 months of employment and will be communicated to the employee upon acceptance of employment. The attached Addendum will provide position as well as the three increments of payment.

Policy Approval Date: 12/14/2021

ADDENDUM

POSITION	1st Payment 30 Days	2nd Payment 90 Days	Final Payment 6 Months	TOTAL
LNA	\$750	\$750	\$1500	\$3,000
LPN	\$1200	\$1200	\$2400	\$4,800
RN	\$1250	\$1250	\$2500	\$5,000
Communications Specialist	\$1000	\$1000	\$2000	\$4,000
Correctional Officer	\$1000	\$1000	\$2000	\$4,000
Dietary Aide	\$750	\$750	\$1500	\$3,000