



## **SIGN-ON, RECRUITMENT AND RETENTION BONUS**

The City of Griffin may provide Sign-On Bonuses to recruit employees in traditionally hard-to-fill positions. The Sign-On Bonus is a lump-sum payment, which is not part of an employee's base salary, offered to assist with the recruiting of new employees. The amount of a Sign-On Bonus may be up to 5% of an employee's annual pay or a straight dollar amount, depending upon the job type, at the City Manager's discretion. The Sign-On Bonus program may be suspended at any time.

The City of Griffin may also employ a Recruitment Bonus, which is not normally utilized, to fill a single position for which usual recruitment methods have been unsatisfactory and unsuccessful. The recruitment bonus is a lump-sum payment, which is not part of an employee's base salary, offered to assist with the recruiting of new employees. The amount of a Recruitment Bonus may be up to 5% of an employee's annual pay or a straight dollar amount, depending upon the job type, at the City Manager's discretion. Since a Recruitment Bonus is based on a single position which has been determined to be difficult to fill, it will only be used on an as needed basis.

Before a Sign-On or Recruitment Bonus will be paid, the employee must sign a written agreement to complete a minimum of two (2) years with the City of Griffin. If the employee does not complete the specified term of employment, they must repay the portion of the bonus attributable to the incomplete period of employment which will be prorated monthly. The employee will only receive credit for complete months of service. The Sign-On and Recruitment Bonus will be taxed based on federal and state requirements for a bonus.

The City of Griffin may also utilize a Retention Bonus in situations where recruitment is difficult and the risk of losing an employee with rare and/or necessary skills is high. The amount of a retention bonus will be determined by the City Manager but should never go higher than 5% of an employee's annual salary, without approval by the Board of Commissioners. Before a Retention Bonus will be paid, the employee must sign a written agreement to remain in the employee's current position for two (2) years. If the employee does not complete the specified term of employment, he/she must repay the portion of the bonus attributable to the incomplete period of employment which will be prorated monthly. The employee will only receive credit for complete months of service. The Retention Bonus will be taxed based on federal and state requirements for a bonus.

All bonus recommendations must be approved, in advance, by the City Manager.