



SIGN-ON, RECRUITMENT & RETENTION BONUS

This Agreement is made between the City of Griffin ("the City") and _____ ("the Employee").

WHEREAS the Employee begins employment for the City of Griffin on _____ in the _____ (department) as a _____ (job title); **OR** the Employee is currently employed by the City in the position of _____ (job title).

WHEREAS the City wishes to bestow upon the Employee a one-time bonus as an incentive for the Employee to accept employment with the City and remain employed with the City for least two (2) full years;

THEREFORE, the City and the Employee agree to the following terms.

- ☐ The City agrees to bestow upon the Employee the amount of \$ _____ as a Sign-on/Recruitment Bonus in return for the Employee accepting the City's offer of employment and working for the City for two (2) years. This amount shall be paid directly to the Employee on the Employee's first paycheck, when practicable, **OR**
- ☐ The City agrees to bestow upon the Employee the amount of \$ _____ as a Retention Bonus in return for the Employee continuing to work in their current position for two (2) years. This amount shall be paid directly to the Employee on the Employee's next paycheck, when practicable.

The City will apply all required federal and state tax deductions and will report all payments made under this agreement as required by federal and state law. Taxes shall be withheld from the Bonus and reported to the Internal Revenue Service as income on the Employee's Form W-2.

In return for accepting the Bonus as provided above, the Employee agrees to work for the City on a regular and full-time basis for at least two (2) years beginning on _____ and ending on _____. Should the Employee fail to complete the entire two years of work for the City to its satisfaction, the Employee shall repay a prorated amount of the Bonus as provided for in the following paragraphs.

The Employee's failure to remain employed by the City for two years will trigger the Employee's duty to repay, pro-rata, the amount paid by the City as stated above. For example, for every full month the employee leaves prior to the end of two (2) years, he/she will repay 1/24 of such amount.

If the Employee fails to remain employed by the City for two years for reasons beyond his/her control, the City Manager may at his/her sole discretion waive all or part of the liability owed by the Employee.

IN WITNESS THEREOF:

Employee Signature and Date

Department Head Signature and Date

Employee Name (print)

Department Name

Human Resources Director Signature and Date

City Manager Signature and Date