

***Exceptional Recruitment Incentive Options***  
for positions critical to the agency mission  
with significant recruitment and retention problems  
**03/01/01**

| Option                  | Guidelines  | Relation to Pay Practices   |
|-------------------------|---|---|
| <b>Sign On Bonus</b>    | <p>Up to \$10,000 for new external employees agreeing to work for a specified period of up to one year. Payable as lump sum or scheduled payments , with final payment by the end of the agreed period. A formal agreement must be executed which includes requirements for satisfactory performance, duration of employment, and pay back if terms are not met.</p> <ul style="list-style-type: none"> <li>• Coordinate with Cabinet Secretary</li> <li>• Notice to DHRM</li> <li>• Review yearly</li> </ul>   | Independent of and in addition to other pay practices and the Rewards and Recognition Policy. |
| <b>Annual Leave</b>     | <p>Agencies may grant or advance up to 30 days (240 hours) of annual leave during a leave year (ending 1/9) to new and existing employees as an incentive to accept or continue employment with the Commonwealth. The employee must agree to work for a specified period of up to one year. A formal agreement must be executed which includes requirements for satisfactory performance, duration of employment, and pay back if terms are not met. Agencies also may elect to pay off annual leave hours.</p>   | Covered by revised Annual Leave policy.   |
| <b>Referral Program</b> | <p>Agency employees eligible to receive payment of up to \$1,500 for referral of candidates external to the Commonwealth's workforce if they are hired. Referring employees must submit written notification of referral with application/resume, then HR confirms. Referring employees must be working in a classified position at a state agency to receive payment. Agencies decide payout schedule for bonuses , with final payment within one year of the hire date. Hiring managers/supervisors and agency recruiting staff are not eligible. The Agency Salary Administration Plan will determine whether the referring employee must be employed in the agency in order to receive payment(s).</p> <ul style="list-style-type: none"> <li>• Coordinate with Cabinet Secretary</li> <li>• Notice to DHRM</li> <li>• Review yearly</li> </ul> | Independent of and in addition to other pay practices and the Rewards and Recognition Policy. |

All salary actions require the consideration of the following pay factors:

- |                             |  |                             |                       |
|-----------------------------|--|-----------------------------|-----------------------|
| - Agency Business Need      | - Work Experience & Education                  | - Internal Salary Alignment | - Total Compensation  |
| - Duties & Responsibilities | - Knowledge, Skills, Abilities, & Competencies | - Market Availability       | - Budget Implications |
| - Performance               | - Training, Certification, & License           | - Salary Reference Data     | - Long Term Impact    |
|                             |  |                             | - Current Salary      |