



Brunswick County

Temporary Sign-On Bonus Program

Effective September 1, 2021 through December 31, 2021

PURPOSE:

A sign-on bonus is a lump sum payment that serves as a recruitment incentive. This can aid in employment of individuals for critical positions that have labor market shortages which affect the needs of the County and impair delivery of services. For this reason, we have set forth a temporary sign-on bonus program to assist with recruitment efforts and attract the most highly qualified candidates. This program applies to full-time positions.

POLICY AND PROCEDURE:

ELIGIBILITY

Position Eligibility:

Positions must be experiencing a labor market shortage and difficulty in recruitment, and there must be a demonstrated adverse impact to the delivery of services in order to be considered for the program. Eligibility is dependent upon final approval by the County Manager and availability of funds.

Specific criteria to determine position eligibility is listed below:

- Voluntary turnover rate for the position is higher than the overall voluntary County turnover average for a six-month period prior to the vacancy; OR
- Current and/or past recruitment efforts have shown difficulty in attaining a qualified applicant pool and all other recruitment efforts have not been successful; AND
- There has been a demonstrated adverse impact on the delivery of services. This may be shown by a variety of methods, to include delay in services provided, a reduction in services provided, cost impact of utilizing other resources, etc.

Employee Eligibility:

Employees newly hired by Brunswick County into a position approved for the sign-on bonus program are eligible to receive a sign-on bonus except as provided below.

An employee would not be eligible if:

- The employee is actively working for Brunswick County.
- The employee has previously received a sign-on bonus from Brunswick County.
- Brunswick County has paid any contract placement or recruitment fees.

EMPLOYEE RESPONSIBILITIES

Upon hire, the employee offered the sign-on bonus must sign an acknowledgement that the sign-on bonus, in part or whole, may require repayment as detailed in the Repayment and Method Upon Separation section of this policy.

AMOUNT AND METHOD OF PAYMENT

The total amount of the sign-on bonus is \$2,000. The newly hired employee that is eligible for the sign-on bonus would receive the first lump-sum installment of \$1,000 in their first paycheck and a second lump-sum installment of \$1,000 after completion of probation or 6 months of service, whichever occurs last. The lump-sum bonus payments are considered taxable income.

REPAYMENT AND METHOD UPON SEPARATION

An employee who terminates employment with the County, either voluntarily or involuntarily, before the completion of 18 consecutive months of service shall repay a pro-rated amount of the sign-on bonus. The employee, by signing the acknowledgement upon hire, authorizes the County to deduct the repayment amount, if applicable, from wages for hours worked, leave, or other funds due to the employee at the time of separation.

The repayment shall be based on the following formula:

- (1) Amount of sign-on bonus received by the employee divided by 18 months = prorated monthly amount
- (2) Prorated monthly amount X (18 months – the number of months worked) = Amount due.