
Category: HUMAN RESOURCES**EMPLOYEE RECRUITMENT INCENTIVE POLICY****I. PURPOSE**

A recruitment incentive is a lump sum of money and/or reimbursement for one-time benefits that the agency provides to a prospective employee. The purpose of the recruitment incentive is to entice the applicant to sign-on with the organization.

II. POLICY

The Chief Executive Officer (CEO) is authorized to offer one-time incentives that do not exceed the greater of 10% of the salary referenced in the offer letter or \$15,000 to prospective applicants.

Employees who leave employment with the Agency within twelve (12) months from the date from which the bonus is received shall reimburse the Agency in full unless terminated by the Agency.