



Department of Military & Veterans Affairs

Policy Statement

Policy Title:	Signing Bonus Pay Differential
Source:	Human Resources
Effective Date:	January 1, 2008
Approved By:	William Robinson, Deputy Director
Replaces:	None
Applies to:	All State Personnel and Supervisors of State Personnel

A. Introduction

B. Definition

A signing bonus is a non-base building lump sum that may be used to attract new employees to the Department of Military & Veterans Affairs to fill positions in critical occupations where there is a documented shortage in the labor market and recruitment or retention difficulty in the agency that jeopardizes its mission; or the applicant possesses a unique, critical skill in relation to the job market.

C. Policy

DMVA will limit signing bonuses to a maximum of \$1,000 and will be non-base building. Payment of signing bonuses will be made in two separate payments. Fifty percent of the signing bonus will be paid in the first pay period of employment. The other half will be paid upon certification of the employee (one year). Employees receiving a signing bonus must sign a written agreement that specifies no PERA contribution will be made on the signing bonus, that the signing bonus cannot be used for computing overtime pay, and allows for forfeit or repayment if the employee leaves prior to completion of one year of service.

D. Procedures

- Determine if position qualifies for a Signing Bonus Pay Differential.
- Prepare a memorandum to your Division Head with justification for a Signing Bonus Pay Differential, possible impacts on current departmental employees, and explanation of where and how this differential will be funded.
- Complete the Signing Bonus Individual Agreement, refraining from acquiring the employee's signature until all approval signatures have been received.

- Submit all documentation to the Human Resource Director for presentation to the Appointing Authority.
- Upon approval and signatures from the Appointing Authority, discuss the compensation package as well as the Signing Bonus terms and conditions with the potential employee, and obtain candidate's signature. Return all documents to Human Resources for processing.
- Human Resources will file the original agreement in employee's personnel file.

E. Compliance

