Division of Personnel
PAY PLAN POLICY – Recruitment Incentives
DOP-PPP-III.D.6

Effective Date 7/1/16

Recruitment Incentives

An appointing authority may recommend a lump sum payment not to exceed the equivalent of one month's salary to an applicant who accepts employment in a job classification for which there is documented recruitment difficulty.

		YES	NO
1.	Has the appointing authority identified and submitted to the Director the job classification(s) and geographic area(s), if applicable, eligible for a recruitment incentive?	☐	☐
2.	Has the Director certified that the job classification(s) and geographic area(s), if applicable, requested are those for which there is documented recruitment difficulty?	☐	☐
3.	Has the new employee signed a written agreement agreeing to work for the agency for a period of twelve (12) months or required to repay the entire amount of the recruitment incentive?	☐	☐

If you answered "No" to questions 1, 2, or 3, the employee is not eligible.

STOP

If you answered "YES" to questions 1, 2, or 3, the employee is eligible. Complete the Pay Plan Policy Request for Approval Form. Attach the following documents along with any additional information requested by the Division.

— Document identifying the job classification(s) and/or geographic area(s) for a recruitment incentive payment.

— Copy of the job posting showing the approved incentive pay.

— Copy of the employee's signed agreement, reviewed and approved by the Attorney General's Office, specifying that the new employee agreed to work for the agency for a period of twelve (12) months or repay the recruitment incentive payment if the agreement is not fulfilled.

— Documentation signed by the appointing authority detailing the recruitment efforts undertaken, and the lump sum amount requested.

Regardless of eligibility, an in-range adjustment is discretionary.

Please refer to the Pay Plan Policy (D. 6. Recruitment Incentives) for full details regarding this action.