



Administrative Offices
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www.leapservices.org

Career & Family Services
Phone: 518.746.2391
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Head Start/Early Head Start
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Signing Bonus Procedure

Purpose and Objective

The purpose of the signing bonus policy is to outline the requirements and responsibilities involved with (of both L.E.A.P. management and the employee), the timing of payment(s) of, the factors in determining the appropriate amount of, and the implementation of the signing bonus. The signing bonus is a non-recurring and non-accumulating sum of money which is paid to an employee with the sole objective of incentivizing the employee who is receiving the bonus to accept employment at L.E.A.P. The signing bonus is subject to state and federal taxes.

Eligibility

The bestowing of the signing bonus upon the employee from L.E.A.P. is contingent upon the following eligibility factors:

1. Employees must be in a position/title which has been determined by management of L.E.A.P. as difficult to recruit and/or retain.
2. Subcontractors and/or independent consultant(s) are not eligible to receive signing bonuses.

Responsibilities of the Employee

Upon the determination of the signing bonus and eligible employees, after the communication of such to eligible employees, and prior to the payment of the signing bonus, the employee is responsible for the following:

1. The employee is responsible for agreeing to and signing a written agreement between the employee and L.E.A.P. and assure understanding of and agreement to the stipulations in the agreement:
 - a. The employee must maintain employment at L.E.A.P. for a minimum of 12 months from the date of hire. If the employee is unable to satisfy the 12-month minimum requirement and is terminated or resigns before that point, the employee is responsible for the re-payment of the signing bonus that was paid, including applicable attorney fees and court costs.

Actions

Management determines, based on past experience and historical and current staffing patterns of L.E.A.P. which positions are deemed difficult to recruit for and/or retain. This determination will be utilized in determining the eligible employees to receive the signing bonus. Signing bonuses will be utilized for these positions only when other recruitment methods have been deemed unsuccessful. Key factors management will consider in determining which positions are difficult to recruit/retain consist of the following:

1. Turnover frequency and existing vacancies
2. Labor market factors, conditions of and staffing patterns for other entities in the industry
3. Results of previous recruitment/retention methods
4. Specific qualifications for the position and relative difficulty in attaining such qualifications
5. Availability of funds for the purpose of a signing bonus

Before communication of the signing bonus to the eligible employees, the payment terms and payment amounts will be reviewed by the Executive Director, Finance Director and the HR Director who will make the final determination of the bonuses to be granted and in what amounts, as well as the determination of the payment date.

Implementation

The amount of the signing bonus will not exceed one weeks pay for the corresponding job title.

Communication of the signing bonus to the eligible employees to be receiving the bonuses will occur simultaneous to the discussion concerning the employee's acceptance of employment at L.E.A.P.

Signing bonuses will be paid after successful completion of a 90-day orientation period and communicated to the employee upon acceptance of employment.



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Signing Bonus Agreement

As discussed, we are pleased to offer you a signing bonus of [amount]. This bonus will be paid in one lump sum in a separate check on the next regularly scheduled pay date after successful completion of a 90-day orientation period with L.E.A.P. This signing bonus is taxable, and all regular payroll taxes will be withheld. If you leave L.E.A.P. within 12 months of your date of hire, you will be responsible for reimbursing the company for the entire signing bonus. By your signature on this employment agreement, you authorize the company to withhold [amount] from any severance and other final pay you receive should your employment terminate on or before [date], including applicable attorney fees and court costs.

Employee name (please print): _____

Employee signature: _____

Date: _____