

Document Type: Exhibit
Number: 3.02c
Effective: 03-28-22
Revised:
Legal References:

INCENTIVE AWARD AUTHORIZATION

Employee Name _____ Job Code _____

Employee Number _____ Department _____

A one-time hiring or retention incentive may be awarded to an employee in accordance with the guidelines provided in the Range, Market, and Living Wage Analysis Regulation. Monetary awards will be included in the employee's regular paycheck.

Incentive Award Amount \$ _____

Select Reason: Hiring Incentive (submit with offer letter)
 Retention Incentive Desired Paycheck Date: _____

Please submit this form to HR as soon as possible, but no later than close of business on the Wednesday (one week) before the desired paycheck date. Approved Incentive Award Forms received after the Wednesday deadline will be processed during the following payroll cycle.

Eligibility Requirements:

- The city has experienced compensation related difficulties in attracting and retaining qualified employees for the job despite regular and special recruiting efforts, OR the loss of key personnel would result in serious hardship to the department's operations; and
- The hiring department and Human Resources agree that training/building the needed talent from among existing staff is impractical; and
- The hiring department and Human Resources agree that availability or cost considerations make a weak business case for securing the job's service through outside contractors or consultants.

Department Responsibilities:

- The employee nominated for this award is not under position alignment and/or has not received a written reprimand or suspension within the last six months.
- The department shall immediately notify HR if an employee is no longer eligible for an incentive award after the award form has been submitted.
- The department has verified the employee has not previously received an Incentive Award.

Supervisor Signature _____ **Date** _____

Department Director Authorization _____ **Date** _____

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