



**Public Health**  
Prevent. Promote. Protect.

## Personnel Policy and Procedure

### HERTFORD COUNTY PUBLIC HEALTH AUTHORITY

<b>TITLE:</b>	<u><b>SIGN-ON BONUS - NURSES</b></u>		
<b>POLICY NUMBER</b>	_____	<b>BENCHMARK</b>	_____
<b>DATE APPROVED</b>	<u><b>07/1/2004</b></u>	<b>DATES REVISED</b>	<u><b>5/1/07</b></u> <u><b>3/22/10</b></u> <u><b>7/1/10</b></u> <u><b>9/26/11</b></u> Deleted Reinstated
<b>DATE REVIEWED</b>	<u><b>10/6/09</b></u> <u><b>9/13/11</b></u> <u><b>5/23/13</b></u>	_____	_____
<b>APPROVED BY:</b>	_____	_____	_____
	Board of Health Chair	HCPHA Health Director	

#### Policy

In order to better attract qualified candidates for nursing positions, it is the policy of the Hertford County Public Health Authority to offer a sign-on bonus to all qualified RN's and LPN's.

#### Purpose

The purpose of this policy is to offer a sign-on bonus when recruiting nurses to Hertford County Public Health Authority.

#### Applicable Laws and Rules

Title VII of the Civil Rights Act of 1964  
Fair Labor Standards Act

#### Position (s) Primarily Responsible

Health Director  
Human Resource Department  
Program Directors

#### Procedure

All new full-time RN's and LPN's hired into the Agency will qualify for a new hire bonus, payable in two installments. The first installment of 50% will be issued with the employee's first regular payroll check. The balance of the bonus will be paid in the first regular payroll check after the employee completes of his/her obligation of 15 months of continuous pay status service and is not under disciplinary action. If the employee is under current disciplinary action (work improvement, corrective action or warnings) he/she will not receive the balance of the sign-on bonus. RN's total bonus amount is \$1500 and LPN's total bonus amount is \$500.

In return for the sign-on bonus, each new nurse will be required to commit to 15-months service to the Agency. Each eligible new-hire must sign an Acknowledgement of Incentive Sign-On Bonus Agreement.

Refusal to sign the Acknowledgement of Incentive Sign-on Bonus Agreement will cause the employee to be ineligible for any portion of the sign-on bonus. Any nurse who receives any portion of the sign-on bonus but fails to fulfill the 15-month obligation will be responsible for repaying to the Agency that portion of the bonus that has been paid to the individual. Any portion that must be repaid will be deducted from the employees last pay check and the individual will be invoiced for the balance.

In the event the employee is terminated by the Agency during the 15-month obligatory period, the employee will be relieved of any payback commitment.