

# **ORANGE COUNTY INCENTIVE PROGRAM GUIDELINES: SIGN ON INCENTIVE**

**PURPOSE:** The purpose of this document is to outline the conditions and requirements of the County's sign-on monetary incentive as they relate to eligibility, timing of implementation, and payment amounts.

## **PROGRAM OVERVIEW:**

Employers throughout the State of Florida are struggling to fill positions and find employees. As part of our comprehensive recruitment strategy, it is the goal of Orange County Government to encourage employment with the Board of County Commissioners by offering eligible new employees, hired after the implementation of this program, the opportunity to be paid a sign-on monetary incentive.

The sign-on monetary incentive is a non-recurring and non-accumulating sum of money, paid to an eligible, newly hired employee, for the sole purposes of incentivizing the employee to accept employment with Orange County Government into a critical or difficult to fill position, and for the employee to successfully complete the probationary period established for the position.

This sign-on monetary incentive is a non-recurring and non-accumulating sum of money paid to an eligible candidate who accepts employment with Orange County Government. This monetary incentive is designed to assist Orange County Government in filling critical or difficult to fill positions. The total amount of the incentive is for newly hired employees who successfully complete their probationary period established for the position.

## **I. ELIGIBILITY:**

The eligibility criteria for the Program are listed below:

- a. The employee should be hired in an established, critical or difficult to fill position, as determined by County Administration.
- b. The job posting should include information about the eligibility for the Sign-On Incentive
- c. New employees hired for a permanent, full-time position pre-identified as critical or difficult to fill in accordance with this Incentive Program, will be eligible to receive a sign-on monetary incentive.
- d. New employees hired for part-time, contract, and temporary positions are not eligible for a sign-on monetary incentive.
- e. Current County employees are not eligible for a sign-on monetary incentive.
- f. Rehires will not be eligible for sign-on incentive if they are rehired within 6 months from their date of termination

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## **II. SIGN-ON INCENTIVES:**

Upon employment, an eligible employee will be entitled to a sign-on monetary incentive in the amount of \$1000.00, which is subject to, and reduced by all ordinary lawful and applicable wage withholdings.

- a. The sign – on monetary incentive will be dispersed in two payouts.
- b. The newly hired employee will be eligible for the first payout of \$500.00 (Five Hundred Dollars) after the first full pay period after orientation (second paycheck).
- c. The employee will be eligible for the second payout of \$500.00 (Five Hundred Dollars) on the first full pay period after successfully completing the probationary period established for the position.

All applicants for employment shall receive equal consideration without regard to race, religion, sex, marital status, or disability.

Departments will be responsible for absorbing the cost of sign-on monetary incentives in their budget. No additional funding will be allocated for this purpose.

## **III. RESPONSIBILITIES:**

Eligible employees must sign a written agreement with the County acknowledging an understanding of and a commitment to the stipulations therein:

- The employee must maintain employment with Orange County Board of County Commissioners for payout of the sign-on monetary incentive.
- The employee will be ineligible for the second payout if he/she is unable to successfully complete the probationary period or is terminated prior to completion.

Management will review past experience and current staffing patterns of mission-critical positions to determine which are deemed difficult to fill. Key Factors for consideration in determining which positions are difficult to recruit/fill include:

- Turnover rate of 10% or higher and/or has remained consistently vacant after successive postings or other recruitment efforts,
- Labor market factors, industry conditions, and/or patterns,
- Unsuccessful results from previous recruitment/retention initiatives,
- Specific or unique position qualifications, difficulty attaining such qualifications,
- Availability of funds for the purpose of a sign-on monetary incentive

Any disputes or interpretations of this Program will be evaluated by Human Resources, whose decision will be considered as final.