

# Hiring Incentives Package

Proposal to Jefferson County Board of Commissioners

April 5, 2022

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## Sign-on Bonus Policy

### Purpose

The purpose of the sign-on bonus policy is to outline the requirements and responsibilities involved with the policy, the timing of payments, the factors in determining the appropriate bonus amount, and the implementation of the sign-on bonus. This policy operates on a fiscal-year basis (January-December). The sign-on 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 the PUD given the competitive nature of the labor market. The sign-on bonus is subject to state and federal taxes.

### Eligibility

The sign-on bonus is contingent upon the following eligible criteria:

1. An external candidate who is not currently employed by the PUD, filling a non-represented, regular full-time position; and
2. Candidate must be offered a position title which has been determined by management as difficult to recruit and/or retain.
3. Contractors and/or independent consultants are not eligible to receive sign-on bonuses.

### Policy

1. The amount of the one-time sign-on bonus shall be determined at the discretion of the General Manager, not to exceed \$8,000. The signing bonus shall be paid by the PUD to Employee upon the completion of thirty (30) days of employment following the Hire Date, in a lump sum payment, less applicable tax withholdings.
2. The PUD will apply all required federal and state tax deductions and will report all payments made under this Agreement as required by federal and state law. Taxes shall be withheld as bonus earnings from the Sign-on Bonus and reported to the Internal Revenue Service as income on the Employee's Form W-2.
3. In return for accepting the Sign-on Bonus as provided in paragraphs 1 and 2, the Employee must remain employed on a regular, full-time basis with Jefferson PUD for a minimum of twenty-four (24) months commencing on the date that the employee starts work for the PUD to avoid repayment penalties. If the employee is unable to satisfy the 24-month minimum requirement and is terminated either voluntarily or involuntarily, before the completion of 24 months of service, the employee is responsible for the repayment of the pro-rated portion of the sign-on bonus that was paid. For example, if the employee completes 12 months of employment, the employee must repay 50% of the sign-on bonus paid for the remaining 12 months of the 24 months for which the employee did not provide service. The amount due shall be deducted in full from the employee's final paycheck. If the amount deducted exceeds the final paycheck, the remaining balance shall be paid in full by the employee to the PUD within 30 days from the last date of employment.
4. To facilitate the repayment of the Sign-on Bonus, the Employee, by signing the agreement, agrees that the amount of the repayment due is payable in full by a payroll deduction and the Employee agrees to permit the PUD to deduct this amount from any final pay. The Employee also agrees that any tax

consequences incurred as a result of the repayment of the Sign-on Bonus or any portion thereof will be the sole and exclusive responsibility of the Employee.



# SIGN-ON BONUS AGREEMENT

Jefferson County PUD is pleased to offer you a sign-on bonus of \$\_\_\_\_\_. This bonus will be paid in one lump sum on the next regularly scheduled pay date after you complete 30 days of employment with the PUD. This sign-on bonus is taxable, and all regular payroll taxes will be withheld. In the event that you separate employment from the Jefferson County within 24 months of your date of hire, you will be responsible for reimbursing the PUD on a prorated basis as set forth in the Sign-on Bonus Policy.

By signing this agreement, you attest that you have read and understand Jefferson County PUD's Sign-on Bonus Policy and furthermore, you authorize the company to withhold the applicable amount from any severance and other final pay you receive should your employment terminate before completing 24 months of employment. If the amount deducted exceeds the final paycheck, the remaining balance shall be paid in full by the employee to the PUD within 30 days from the last date of employment.

Employee name (please print): \_\_\_\_\_

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>		
_____	_____	
Date Agreement Received	Employee Hire Date	
_____	_____	_____
General Manager Signature	Printed Name	Date
_____	_____	_____
Human Resources Signature	Printed Name	Date

## **Relocation Allowance Policy**

### **Purpose**

The PUD recognizes that it may be necessary to assist new hires with relocation expenses to attract qualified individuals for certain vacant positions within the organization. When it is deemed appropriate by the General Manager, the PUD will provide a relocation bonus of an employee who possesses special skills, experience, education, or certification.

### **Policy**

Relocation and moving expenses for newly hired regular, full-time staff may be provided for employees moving from their current residence to meet the Employee Residency Requirement per Section 3.17 of the PUD's Employee Handbook. A specific dollar amount must be specified in the original written offer of employment.

### **Eligibility**

The Relocation Allowance is contingent upon the following eligible criteria:

1. An external candidate that is not currently employed by the PUD filling a non-represented regular, full-time position.
2. Candidate must be relocating to a new residence to fulfill the PUD's Employee Residency Requirement.
3. Candidate must be in a position title which has been determined by management as difficult to recruit and/or retain.
4. Contractors and/or independent consultants are not eligible to receive sign-on bonuses.

Authorization of Relocation Allowance may permit payment of reasonable moving and relocation expenses for new staff members as part of an offer of employment. Such moving allowances must be negotiated at the time a position is offered and must be included in the signed offer letter and agreement must be signed.

Management will consult with representatives from their Human Resources and Business and Finance offices prior to offering payment of relocation expenses in consideration of the total compensation package. Authorization of payment of relocation expenses up to \$8,000 are allowed.

### **Payment of Expenses and Tax Reporting**

The Relocation Allowance should be paid as a lump sum payment through payroll. Receipts are not required. Individuals receiving the benefit of relocation and moving expenses should be aware of any personal income tax implications and should consult a tax professional with personal tax questions. The lump sum payment will also be reported on the employee's annual W-2. The payment will occur on the next regularly scheduled paycheck after their hire date.

### **Payback Provision**

The employee must remain employed on a regular, full-time basis with Jefferson PUD for at least twenty-four (24) months commencing on the date that the employee starts work for the PUD to avoid repayment penalties. If the employee resigns or is terminated for cause from employment with Jefferson PUD prior to completing twenty-four (24) months of service, they will repay Jefferson PUD the relocation reimbursement amount based on the months of service completed (e.g., after twelve (12) months the repayment amount would be one half of the relocation reimbursement) within thirty (30)

days following the last day of employment with Jefferson PUD;

To facilitate this repayment, the Employee, by signing the agreement, authorizes the PUD to deduct up to the full amount of relocation reimbursements from any wages or other amounts owed to the employee upon their separation from the PUD. If the amount deducted exceeds the final paycheck, the remaining balance shall be paid in full by the employee to the PUD within 30 days from the last date of employment. The Employee also agrees that any tax consequences incurred as a result of the repayment of the Relocation Allowance or any portion thereof will be the sole and exclusive responsibility of the Employee.



# RELOCATION ALLOWANCE AGREEMENT

Jefferson County PUD is providing in its offer of employment a relocation allowance payment of up to

\$ \_\_\_\_\_ to \_\_\_\_\_.  
*Dollar Amount* *Candidate Name*

This amount will be paid to Employee on the Employee’s first paycheck following their first day of employment. This amount will be paid as a lump sum to assist with the costs of relocating to meet the residency requirement.

By signing this agreement, you attest that you have read and understand Jefferson County PUD’s Relocation Assistance Agreement. Furthermore, you authorize the company to withhold the applicable amount from any severance and other final pay you receive should your employment terminate before the completion 24 months of employment based on the proration schedule set forth in the Policy. If the amount deducted exceeds the final paycheck, the remaining balance shall be paid in full by the employee to the PUD within 30 days from the last date of employment.

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

<b>For Office Use Only</b>	
Date Received: _____	Hire date (if applicable): _____
HR Signature: _____	Name: _____
Date: _____	

## **Housing Stipend Policy**

### **Purpose**

Jefferson County PUD recognizes that securing housing in Jefferson County can be challenging given the current housing market, whether an employee is renting or purchasing a home. The PUD also recognizes we must attract and retain talented staff to meet the needs of the business.

### **Policy**

Jefferson County PUD may offer a housing stipend to new employees who are moving their residence within the Jefferson County territory. The PUD will pay a stipend of up to \$500 (gross pay) not to exceed nine (9) months from the employee's hire date.

### **Eligibility**

The Housing Stipend is contingent upon the following eligible criteria:

1. An external candidate that is not currently employed by the PUD filling a non-represented, regular full-time position.
2. Must be relocating to a new residence inside Jefferson County PUD's service territory.
3. Must be in a position title which has been determined by management as difficult to recruit and/or retain.
4. Contractors and/or independent consultants are not eligible to receive sign-on bonuses.

### **Amount**

An eligible candidate may receive up to \$500 per month for a length of up to nine (9) months starting from their first day of employment with the PUD. The stipend amount and length of time is up to the discretion of the General Manager.

### **Approval Process**

When an employment offer is extended, authorization of the Housing Stipend by the General Manager must be documented in writing and the stipend amount must be included in the candidate's offer letter. The stipend will be divided equally per paycheck starting on the next regularly scheduled paycheck after they begin employment with the PUD. Stipends will be paid as an addition to the employee's regular pay and are subject to FICA and tax withholdings.

### **Employment Separation**

If an employee separates employment from the PUD prior to completing 9 (nine) months of service, the housing stipend will be terminated on the employee's last day with the PUD. If an employee secures housing outside of Jefferson County in the nine-month timeframe, the stipend shall be discontinued.



## Employee Referral Bonus Policy

### Purpose

Jefferson County PUD recognizes the need to hire talented, qualified staff to meet business needs. We believe that our existing employees are in a great position to help connect us with best job candidates. The Employee Referral Bonus Program will provide an incentive award to a current employee who brings new talent to the company by referring applicants who are selected and successfully employed.

### Applicant

Applicants are candidates not currently employed with Jefferson County PUD. Referred applicants cannot be current employees of the PUD in any capacity, to include temporary or contract employees.

### Referring Employee

Non-Represented employees in regular full-time positions are eligible to receive a referral bonus with the exception of:

- Any person associated and/or involved with the recruitment, rating, or selection of the candidate.
- The direct supervisor of the position being filled.
- The General Manager.

### Referral Bonus Amount

A referral bonus will be paid to any employee who refers an applicant who is selected and successfully employed in a position. All bonuses paid under this program are subject to tax withholding.

Referral Bonuses will be paid as follows:

Positions requiring specialized skill sets/education or professional certifications/licenses:

\$500 – after the referred employee completes thirty (30) days of employment

\$500 – after the referred employee completes nine (9) months of employment

Positions that do NOT specialized skills or professional certifications/licenses:

\$250 – after the referred employee completes thirty (30) days of employment

\$250 – after the referred employee completes nine (9) months of employment

Payment of the Referral Bonus will be applied to the next pay period following the above-mentioned completion dates. The referring employee must be an active employee throughout the entire time period (from referral until issuance of bonus) and at award time.

### Referral Process

To qualify for the referral amount, the existing Employee must fill out a referral form and send it to [HR@jeffpud.org](mailto:HR@jeffpud.org) within 48 hours of the person submitting their application. The applicant must document the referrer's name as their referral source. Only one referral award can be given per candidate. If more than one employee refers a candidate, the first referral received will be rewarded if the candidate is hired and noted on the candidate's application. If the referral is not indicated on the candidate's application, it will not be bonus eligible.

**Referral Bonus Eligibility Criteria**

Employees are reminded that Jefferson County PUD does not hire spouses or close relatives for any position that would involve a direct supervisor-subordinate relationship or otherwise create the appearance of a conflict of interest. The PUD reserves the right to deny bonus payments to any employee who improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities. Positions eligible for the referral bonus will be determined prior to the position being advertised.

The terms of this program are subject to review and revision.



# EMPLOYEE REFERRAL FORM

Please fill out the fields below and send this form to [HR@jeffpud.org](mailto:HR@jeffpud.org) within 48 hours of the candidate submitting their employment application to the PUD.

### Referrer Information

PUD Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Referral Information

Candidate Name: \_\_\_\_\_ Position referred for: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date Application submitted: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

### Please read the Employee Referral Bonus Policy and initial below:

\_\_\_\_\_ I have read and understand Jefferson County PUD’s Employee Referral Bonus Policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive the first half of my bonus after the candidate completes 30 days of employment and the remaining half after completing 12 months of employment.

\_\_\_\_\_ I understand that I must submit this form with 48 hours of the candidate submitting their application AND the applicant must document the referrer’s name as their referral source.

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Date

<b>For Office Use Only</b>	
Date Received: _____	Hire date (if applicable): _____
Award Dates:	
30 days of employment: _____	
9 months of employment: _____	
HR Signature: _____	Name: _____
Date: _____	

## Proposal to Expand Residency Requirement Territory

Per the Jefferson County PUD Employee Handbook Section 3.17, employees are required to reside within the district's territory within six (6) months from the date of hire.

Due to challenges recruiting in this highly competitive labor market, staff is requesting that the Board approve the following change to our residency requirement:

- Personnel that are required to report on-site after regular business hours must reside within fifty-five (55) minutes of PUD headquarters in Jefferson or Clallam County.
- Employees who are not required to report on-site after regular business hours may reside in Jefferson, Kitsap or Clallam County.

Staff requests Board approval to change the language in our Employee Handbook as follows:

### **HR1.01. Employee Residency Policy**

Effective as of April 5, 2022, all District employees are required to reside within Jefferson, Kitsap or Clallam County depending on the requirements of the Employee's position. Personnel that are required to report on-site after regular business hours must reside within fifty-five (55) minutes of PUD headquarters in Jefferson or Clallam County. Employees who are not required to report on-site after regular business hours may reside in Jefferson, Kitsap or Clallam County.

## Proposal to Enhance Employee Benefits

### Life & AD&D Insurance

#### Proposal:

Increase Life & Accidental Death and Dismemberment from \$5,000 flat rate to \$50,000 flat rate per employee.

Eligibility: Non-represented, active employee of the PUD working 30+ hours/week.

Policy effective date: May 1, 2022

Premium to the PUD based on 37 employees: \$871 per month (\$10,452 annually)

#### Standard Insurance Company - Life + AD&D

<b>Benefit Schedule</b>	Flat \$50,000
<b>Rounding</b>	N/A
<b>Maximum Benefit</b>	N/A
<b>Guarantee Issue</b>	Full Benefit
<b>AD&amp;D</b>	Matches Life Benefit
<b>Age Reduction Schedule</b>	None
<b>Employer Contribution</b>	100%
<b>Minimum Participation</b>	100%

*To view the full proposal, please refer to the attached booklet prepared by PURMS, "Your Employee Benefits Proposal".*