

 Winston-Salem CITY OF WINSTON-SALEM Human Resources Department	Administrative Policy Regarding One-Time Sign-On Incentive	Revision History:
	Approval Date: 4/18/2022	
	Effective Date: 6/1/2022	

The following policy will become effective as of my signature on the date below and will be made immediately available to all departments for dissemination.

Lee D. Garrity

Lee Garrity, City Manager

6/1/2022

Date

I. Introduction and Purpose

The One-Time Sign-On Incentive Policy, hereinafter “Policy” is designed to provide a one-time incentive to new employees who are hired into hard-to-fill roles.

II. Policy Provisions

Any employee hired after January 1, 2022 into a position designated as “hard-to-fill” by the City Manager and/or Human Resources Director will be eligible for a one-time incentive payment on the schedule listed below. Qualifying positions will be clearly designated on the City’s applicant tracking system at the time of posting.

Salary Range	Incentive
Up to \$49,999.99	\$2,500
\$50,000 or Greater	\$5,000

III. Payment

Eligible employees will receive a one-time payment for the full amount of their incentive on their second paycheck via direct deposit. The payment will be less required deductions including taxes. Employees who receive payment under this policy be required to remain on staff for at least three (3) full years of service or enter into repayment based on the schedule outlined in section IV of this policy.

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IV. Repayment

Any employee who receives payment under this policy and who separates service for any reason before attaining three (3) full years of service will be required to make full-to-partial repayment on the following schedule:

Separation Period	Repayment Burden
Date of hire up to 1-year of service	100% of incentive
Between 1 and 2 years of service	50% of incentive
Between 2 and 3 years of service	25% of incentive

Repayment under this policy will be through payroll deduction from the employee’s final paycheck. If the employee’s final paycheck, after taxes, is insufficient to repay the burden, the employee will be required to remit payment separately through Accounts Receivable. Employees who default on this obligation may see any unpaid balance sought after by a collection agency.

V. Eligibility

- a. Any employee hired into a Hard-to-Fill position on or after January 1, 2022 who has not been previously employed by the City of Winston-Salem in the same or similar role for at least one (1) year is eligible to receive payment under this policy.
- b. Any employee who was previously retired from the City of Winston-Salem and remains in a retired status with the North Carolina Local Governmental Retirement System and returns to work for the City of Winston-Salem will not be eligible to receive payment under this policy.
- c. Employees who receive payment under this policy may only receive payment one-time. Employees who have received payment and terminate employment shall not be granted payment under this policy following reemployment, even when otherwise eligible under subsection V(a) of this policy.

VI. Definitions

- a. Employee: The individual who is hired for employment with the City of Winston-Salem. May refer to the individual during and after active employment.
- b. Payment: A one-time, lump sum payment made to the employee in a regular payroll check, less applicable taxes.
- c. Hard-to-Fill Position: A position which has been vacant for 180 days or longer, or which has been granted hard-to-fill designation by the City Manager or the Human Resources Director. Other considerations will include credentials and education required.
- d. Similar Role: Any position which is up or down the employee’s reporting chain

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VII. Process

- a. When hiring for a position designated as “Hard-to-Fill”, Human Resources staff will clearly designate the same on the job posting.
- b. During the conditional offer letter, the full terms of this policy will be sent to the candidate for review. The accompanying “Affidavit of Acceptance” must be signed and returned to the City of Winston-Salem on or before the employee’s first day of work.
- c. Human Resources staff will complete a Turnaround Request for the incentive to be included on the candidate’s second payroll check.
- d. When/if an employee terminates before the end of the three (3) year commitment, the department will notify Human Resources of the same so the appropriate calculations and paperwork can be completed.

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