Economic Opportunity Agency of Washington County
Proposed Retention/Sign-On Incentive Pay Policy
For EOA Employee Handbook

CHAPTER V.

SECTION 5.

Economic Opportunity Agency of Washington County (EOA) recognizes that recruiting and retaining qualified staff are critical for effective agency operations and to consistently provide high quality services. During challenging times, EOA may offer Retention or Sign-On Incentive Pay to attract and retain qualified staff, in the midst of extenuating circumstances.

The Retention/Sign-on Incentive is a supplement to the employee's base pay which will be paid in arrears, based on the number of hours worked during a specified quarter (90-day period). For an employee to receive a retention or sign-on incentive payment, approval is required by the EOA Executive Director, and funding must be available to support the cost.

An employee who has received Sign-on Incentive Pay will not be eligible to receive Retention Incentive Pay until after 12 months of employment at EOA. Former employees of EOA are not eligible for Sign-On Incentive Pay, unless there has been a break in service for at least 12 months. The Sign-On/Retention Incentive is only available as funding allows and during active periods of this employee benefit.

The Retention/Sign-on Incentive will not be paid for any quarter (90-day period) for which an employee was on leave without pay, or for an employee who no longer works for EOA at the time the incentive is due to be paid. Retention/Sign-on incentives will not be paid, if the employee resigns or is terminated from employment. According to the Internal Revenue Service (IRS), retention and sign-on incentive payments are considered taxable income and will be included on the employee's W-2. The incentive payments are also subject to federal and state tax withholding.

Temporary, substitute and non-regularly scheduled employees, regardless of the number of hours worked, are not eligible for the Retention or Sign-On Incentive.

When determined necessary and following proper approval, the Retention or Sign-On Incentive will be paid in quarterly installments for the number of hours worked during the previous 90-day period. Existing full-time and part-time staff will receive incentive pay comparable to the Sign-On Incentive offered during that period (i.e., 0.50 cents per hour, for each regular hour worked during the specified 90-day period). If approved, the first retention incentive will be a retroactive payment based on hours worked between August-October 2021. The next retention incentive payment will be for hours worked from November 2021-January 2022, payable in arrears. Subsequent retention incentives will be based on the status of our workforce and available funding.

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