

## ONE TIME INCENTIVE POLICY

### PURPOSE

The One-Time Sign-On Incentive Policy, hereinafter referred to as the "Policy," is designed to provide a one-time incentive to new full time employees who are hired into hard-to-fill positions within the Town of Edgartown.

### POLICY

#### A. Policy Provisions

Any employee hired after [Insert New Date] into a position designated as "hard-to-fill" by the Town Administrator and/or Human Resources Director will be eligible for a one-time incentive payment according to the schedule listed below.

Salary Range Incentive:  
Up to \$59,999.99: \$2,500  
\$60,000 or Greater: \$5,000

#### B. Payment

Eligible employees will receive a one-time payment for half the amount of their incentive on their second paycheck via direct deposit, and the final second half payment after successfully completion of probationary period. The payments will be lump sums, less applicable taxes. Employees who receive payment under this policy will 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.

#### C. Repayment

Any employee who receives payment under this policy and who separates from service for any reason before attaining three (3) full years of service will be required to make full or partial repayment according to 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.

#### D. Eligibility

- a. Any employee hired into a full time hard-to-fill position on or after [Insert New Date] who has not been previously employed by the Town of Edgartown 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 Town of Edgartown and remains in a retired status with the applicable retirement system and returns to work for the Town of Edgartown 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.

d. Incentive is subject to available appropriation.

#### E. Definitions

a. Employee: The individual who is hired for employment with the Town of Edgartown. May refer to the individual during and after active employment.

b. Full Time: An employee working twenty (20) or more hours per week for fifty two (52) weeks a year, minus authorized leaves provided for in these Personnel Bylaws. Leaves and benefits shall be based on the average number of hours or days of work such employee is required to perform. An employee working more than one part-time job whose hours total twenty (20) or more per week shall be considered full time

b. Payment: A 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 Town Administrator. Other considerations will include credentials and education required.

#### F. Process

a. 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 Town of Edgartown on or before the employee's first day of work.

b. Human Resources staff will complete a payment request for half (50%) of the incentive to be included on the candidate's second payroll check. The second half (50%) payment will be made following the completion of the employees probationary period.

c. 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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| <b>EFFECTIVE DATE</b> |
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This policy was adopted on [6/24/24].