



LARAMIE COUNTY GOVERNMENT

TITLE Hiring Bonus	APPROVAL DATE 3/07/2023
SECTION Compensation	REVISION DATE N/A

Hiring bonuses may be available for the recruitment of positions deemed to be safety critical or critical to the mission of the County that have been proven difficult to fill despite efforts made.

Eligibility

Positions eligible for a hiring bonus will be designated by the County Commissioners after review and will be subject to available funding. Elected officials and department heads can not make an offer which includes a hiring bonus prior to this approval.

Bonus Payment

Payment of a bonus is contingent upon the employee entering into a written service agreement with the agency to complete a period of service, of a least of at least twelve (12) months but not to exceed thirty-six (36) months, in a position. This agreement may require additional milestones. However, the County Attorney, the County Commissioners or the other elected county officers may require a service agreement for a longer term. The amount of the bonus and pay-out schedule will be determined as part of the approval process when determining the position's eligibility.

It is the responsibility of the elected official or department head to notify the Finance Department when an employee meets any payment milestones and to provide any necessary documentation required for processing. Payments will be paid from the department's budget.

The payments will be part of the employee's compensation and will be subject to all applicable taxes.

Inclusion in the Hiring bonus will not alter, in any way, the participant's employment status with the County, nor shall it confer upon the Employee any right to continue in the employ of the County.

Leave of Absence

Leaves of absences, including administrative leaves, during the agreement's service periods referenced in the hiring bonus agreement will extend the agreement timeframe(s) equal to the leave of absence used.

Reimbursement for Separations or Departures

In the event the employee separates from the County, voluntary or involuntary, or departs from the position for which the hiring bonus was provided, the following would apply:

- If the termination date is within the specified period of service determined in the signed agreement the employee will forfeit their right to any further payments scheduled.
- If money has been paid toward the hiring bonus but the employee has not met the overall required timeframe according to the agreement, it is the responsibility of the department's elected official or department head to work with the County's Attorney's office to make arrangements for re-payment from the employee pursuant to the terms of their hiring bonus agreement.
- If the employee fails to remain employed in the position for the agreed timeframe for reasons beyond his/her control (e.g. illness or death) the elected official or department head may request from the County Commissioners to waive all or part of the liability owed by the Employee.
- If the employee is moved out of the bonus approved position to a position that is not qualified at the County's request for the benefit of the County, the elected official or department head may request from the County Commissioners to waive all or part of the liability owed by the Employee. Any additional scheduled payments will not be paid.



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Administration

Hiring bonus payments are paid in periodic payments determined by the Hiring Bonus Agreement. The new hire's department is responsible for notifying County Finance of when payments are due.