

Human Resources Bureau Glenwood Resource Center (GRC) Retention Payment Policy

Overview

A retention payment is a lump-sum payment that serves as a retention incentive payment to employees. This aids the Department of Human Service (DHS), the Glenwood Resource Center (GRC) to retain our employees throughout this process to continue providing care while we work to thoughtfully transition the individuals we serve. This payment can be earned in addition to other incentive payments and serves as a layered approach to compensating employees.

Eligibility

Any probationary or permanent employees at GRC are eligible to receive a retention incentive payment when the employee meets the eligibility defined in this policy. Temporary employees or third party employees are not eligible for the retention incentive payment. The Institutional Superintendent/Public Service Executive is not eligible for the retention incentive payment.

Amount and Method of Payment

GRC employees will receive a \$1,500 retention incentive payment as a lump-sum payment every 7 pay periods of consecutive service (see attached calendar). Human Resources (HR) will process the retention incentive payment as soon as the appropriate approvals have been obtained and the Agreement for Receipt of Recruitment or Retention has been submitted by the employee. The retention incentive payment will be paid out to the employee in their regular paycheck.

Repayment

An employee who separates employment with the Department, either voluntarily or involuntarily, before the completion of the 7 pay periods of consecutive service, shall repay a prorated amount of the retention incentive payment based on the weeks of service completed, in accordance with the required Agreement for Receipt of Recruitment or Retention.

Approval

A Special Pay/Appointment Action Form and Agreement for Receipt of Recruitment or Retention is required to be completed by HR and approved by the Department of Human Services Human Resources Director and the Department of Administrative Services before the payment is made.

Exceptions

Exceptions to this policy may be granted by the DHS HR Director.

Document Retention

The Special Pay/Appointment Action Form and Agreement for Receipt of Recruitment or Retention is required to be retained in the employee's official HR personnel file.

Disclaimer

This Policy may be revised or discontinued at any time by the DHS HR Director.

Policy Information			
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