



PERSONNEL POLICY

SUBJECT: RETENTION BONUS

DATE: January 1, 2017

Number: 329-16

I. Statement of Policy

Fulton County seeks to retain employees with unusually high or unique qualifications in positions that are critical to the operation of the County. A retention bonus (generally not to exceed twenty percent (20%) of an employee's base rate of pay) may be paid to a current County employee in a position that is critical to the mission of the County, if it is determined that: (1) the unusually high or unique qualifications of the employee, or a special need of the County for the employee's services, make it essential to retain the employee; and (2) that the employee would likely leave County service in the absence of a retention bonus. The County Manager, based on the recommendation of the Chief Human Resources Officer and upon verification of availability of funds within the applicable department's budget or other available funding sources, may authorize the head of a department to pay a retention bonus of an approved-upon amount or rate.

Retention bonuses are encouraged to retain employees within the County. The County Manager may offer a Retention Bonus to retain existing employees in roles, which are deemed to be in specialist or shortage areas.

II. Background and Applicability

This policy applies to all full-time employees of Fulton County and shall exclude part-time employees, elected officials, judges and contractors.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



PERSONNEL PROCEDURE

SUBJECT: RETENTION BONUS

DATE: September 1, 2018

Number: 329-16

I. Retention Bonus Considerations

The County Manager, based on the recommendation of the Chief Human Resources Officer and upon verification of availability of funds within the applicable department's budget or other available funding sources, may authorize an Appointing Authority to pay a retention bonus to an employee if:

- A. The unusually high or unique qualifications of the employee or a special need of the agency for the employee's services makes it essential to retain the employee in his or her position;
- B. The agency determines that, in the absence of a retention bonus, the employee would likely leave the County's service; and
- C. The employee enters into a written service agreement with the agency to complete a period of service in the position (discussed below).

II. Retention Bonus Requirements

Payment of a retention bonus is contingent upon the employee entering into a written service agreement with the agency to complete a period of service, of at least twelve (12) months but not to exceed twenty-four (24) months, in a position.

III. Criteria in Determining the Amount of a Retention Bonus

The decision to offer a retention bonus, the amount of the bonus to be offered and all associated details relating to the Retention Bonus, such as requirements for obtaining a retention bonus, will be determined by the Department of Human Resources Management, the Finance Department (for funding approval only) and approved by the County Manager.

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The retention incentive rate may not exceed twenty percent (20%) of an employee's rate of base pay. With the recommendation of the Chief Human Resources Officer and approval of the County Manager, a request to exceed the existing caps may be submitted to the Board of Commissioners.

A Retention Bonus would normally be paid retrospectively at the end of a specific period(s) of unbroken service in a position or upon completion of a specific project.

- A. The specific retention period will be a minimum of twelve (12) months but may not exceed twenty-four (24) months.
- B. The retention bonus may also be paid on a bi-weekly basis during the specific period.

The continuation of a Retention Bonus is subject to the review of the Department of Human Resources Management, and the County reserves the right to not renew a Retention Bonus for an additional period (e.g. in the event that the County's position or the market changes). In the event the employee separates from the County or voluntarily departs the classification deemed to be a specialist or in a skills shortage, the following terms shall apply:

- A. If the separation or departure date is within the specified period of service or prior to the completion of the specific project, the employee will forfeit their right to the Retention Bonus and the bonus will not be paid. If money toward the Retention Bonus has been paid to the employee, the employee, at the discretion of the County Manager, may have to return the monies paid toward the Retention Bonus.
- B. If the separation or departure date occurs after the specified period of service or after completion of the specific project, the Retention Bonus will be paid.

IV. Salary Adjustment Following Completion of the Period of Service or Specific Project

No employee shall receive a retention bonus more than once while serving in the same position. Upon completion of the specific period of service or the specific project, however, the employee's base rate of pay for that position may be adjusted by the amount of the retention bonus, at the discretion of the County Manager and subject to the availability of funds within the departmental budget.

V. Clarification and Discretion

If clarification is required, an Appointing Authority Department Head, and/or employee should contact the Department of Human Resources Management and speak

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to the HR Policy Advisor or the Chief Human Resources Officer. Please note that the application of the Employee Retention Policy may vary from time to time and that all related decisions are at the discretion of the County Manager, in consultation with the Chief Human Resources Officer.

Any Department Head or Appointing Authority, who extends an offer of a Retention Bonus to an employee prior to receiving approval from the County Manager will be subject to disciplinary action, up to and including dismissal.

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