

RETENTION REWARDS POLICY

The purpose of this policy is to promote the retention of highly qualified employees by offering employees in good standing (a rating of "3" or better on the most recent ePerformance document and no disciplinary write-ups in the past 12 months) a monetary reward based on their milestone anniversary with State of Georgia Government creditable years of service.

(Section A)
SCOPE

1. The SEHD will offer the following for full-time and permanent part-time employees in good standing:

- 1.1. \$2500 at 2 years of service
\$2500 at 5 years of service
\$2500 at 10 years of service
\$3000 at 15 years of service
\$4000 at 20 years of service
\$5000 at 25 years of service
\$5000 at 30 years of service

NOTE: All rewards are considered taxable income and applicable taxes may be deducted through payroll.

2. The SEHD will offer the following for:

- Part-time hourly retirees in good standing who work a minimum of 800 hours per year in the 12 months preceding their rehire anniversary date; and,
- Part-time hourly employees in good standing who work at least an average of 20 hours per week in the 12 months preceding their anniversary date:

- 2.1. \$1250 at 2 years of service
\$1250 at 5 years of service
\$1250 at 10 years of service

\$1500 at 15 years of service

\$2000 at 20 years of service

\$2500 at 25 years of service

\$2500 at 30 years of service

NOTE: All rewards are considered taxable income and applicable taxes may be deducted through payroll.

3. Any employee who is not eligible for the retention reward at their milestone anniversary because he/she is not in good standing, may be reconsidered for the retention reward after a 12-month period, if their performance/behavior improves. It is the employee's responsibility to request a review of their eligibility in this instance.

(Section B)
PROCEDURES

1. The reward will be processed by SEHD HR and payroll during the employee's anniversary month of State of Georgia Government service.
2. **Funding for the reward is based on agency availability and approval each fiscal year.** Funding shall come from the program from which the employee is paid his/her salary, unless the budget has restrictions; in such case, the District Health Director may approve for the compensation to be paid from other available sources of funding.
3. The retention reward is a one-time payment and is included as salary in the pay period issued and is taxed as such. It shall not, however, be included in the regular rate of pay for purposes of calculating overtime or as earnable compensation for determining retirement benefits.

REVISION HISTORY

REVISION #	REVISION DATE	REVISION COMMENTS