

November 21, 2022

Waldo County Communications Center

Sign-on Bonus Policy

Eligibility for Initial Sign-on Bonus:

A newly hired permanent full-time employee who works 80 hours per pay cycle is eligible for a sign-on bonus.

An employee is not eligible for Initial and following sign-on bonus(s) if:

- (1) the employee has held any position in County of Waldo government offices, including the judicial system. This applies to whether the employee was working for the County or if they were a previously separated employee at any time.
- (2) the employee has previously received a sign-on bonus from the County of Waldo,
- (3) or the County has paid any contract placement or recruitment fees.

Amount and Method of Payment:

- (1) The employee shall receive \$1000.00 the first full pay cycle after their hiring date.
- (2) An additional \$4000.00 will be paid the first full pay cycle after the completed training and certification to be a 911- Telecommunicator. Henceforth, this certification will be referred to as Certified Telecommunicator. The Human Resources Department must be notified in writing when this has been completed.
- (3) Two years after the initial date of hire, the employee will receive \$5,000.00. The Human Resources Department must be notified in writing when this has been completed.
- (4) Three years after the initial date of hire, the employee will receive \$5,000.00. The Human Resources Department must be notified in writing when this has been completed.

Eligibility for Subsequent Sign-on Bonus(s):

The employee must be in active pay status to be eligible for each installment of the bonus plan. The employee must have been employed in the Waldo County Communications Center as a dispatcher for each consecutive month.

The employee must maintain a minimum level of performance expectations after the initial training period. The minimum must be "Meets Expectations" to qualify for each bonus.

The employee cannot have any documented disciplinary actions for misconduct or performance.

Employment Termination

If employment is terminated by the County for Cause prior to any subsequent bonus(s), the County will not be liable for those said payments to the prior employee.

In the event that the employee resigns for any reason prior to any subsequent bonus(s), the County will not be liable for those said payments to the prior employee.

Recruitment Bonus Policy

Eligibility for Recruitment Bonus:

A permanent full-time employee who works 80 hours per pay cycle is eligible for the recruitment bonus. The employee will be considered eligible if they directly referred an applicant to the County of Waldo's Communication Center to fill 911-dispatch openings.

The applicant must inform the hiring officials that they were recruited by one of the Communication Center employees and then this applicant must be hired formally by the County of Waldo.

Amount and Method of Payment:

- (1) The referring employee shall receive \$500.00 the first full pay cycle after the hiring date of the new employee.
- (2) After the recruited employee has successfully completed the CTO training, the recruiter will receive an additional \$500.00 the next full pay cycle. The Human Resources Department must be notified in writing when this has been completed.

Michael R. Larrivee

Michael R, Larrivee (Nov 21, 2022 14:06 EST)

Communications Director

Nov 21, 2022

Date

KelLee Gray

Human Resources Director

November 21, 2022

Date



Sign on Bonus for WCRCC

Final Audit Report

2022-11-21

Created:	2022-11-21
By:	KelLee Gray (personnel@waldocountyme.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAciVWLydKRHtb7oa59bbg0LAWR7O7q9QA

"Sign on Bonus for WCRCC" History

-  Document created by KelLee Gray (personnel@waldocountyme.gov)
2022-11-21 - 5:28:55 PM GMT
-  Document emailed to mlarrivee@waldocountyme.gov for signature
2022-11-21 - 5:29:15 PM GMT
-  Email viewed by mlarrivee@waldocountyme.gov
2022-11-21 - 7:04:42 PM GMT
-  Signer mlarrivee@waldocountyme.gov entered name at signing as Michael R, Larrivee
2022-11-21 - 7:06:29 PM GMT
-  Document e-signed by Michael R, Larrivee (mlarrivee@waldocountyme.gov)
Signature Date: 2022-11-21 - 7:06:31 PM GMT - Time Source: server
-  Agreement completed.
2022-11-21 - 7:06:31 PM GMT