

REQUESTOR INFORMATION

Requestor Name		Requestor Job Title	
Requestor Division		Requestor Department	
Requestor Phone Number		Requestor Email Address	
Date of Request			

TYPE OF RETENTION BONUS REQUESTED

RETENTION BONUS

- Situation 1** **In Parallel with a Sign-On Bonus Program for a Specific Job Classification**
 Provided to retain a group of employees when the institution is offering a sign-on bonus as a recruitment incentive to attract qualified candidates in critical positions that have labor market shortages impacting the business needs of the institution and impairing the delivery of essential services.
- Situation 2** **In Parallel with a Sign-On Bonus Program for an Individual**
 Provided to retain an employee when the institution has offered a sign-on bonus as a recruitment incentive to an individual in a similar critical position within the same work unit that has labor market shortages that affect the business needs of the institution and impair the delivery of essential services.
- Situation 3** **Tied to a Special Initiative**
 Provided to retain a team of employees assigned to a special initiative of the institution where their combined special skills and understanding of the initiative are critical to its successful completion. A 'special initiative' is a defined project with specific goals, and expected beginning and end, and dedicated staff who spend a substantial amount of time on that project.
- Situation 4** **For an Individual**
 Provided to retain an employee who is likely to leave the institution to work for another institution or employer. This retention bonus option also provides institutions with a mechanism to retain an employee critical to an institution's mission during a period of transition, such as a closure or relocation of an employee's office, facility, activity, or organization, who would be likely to leave before the transition is complete.

PAY EQUITY

Is a potential departmental or divisional equity issue created? Consult with divisional leadership if unsure.

YES – Complete your response below.

NO – Proceed to the applicable bonus program form.

If your answer to the equity question was “Yes,” complete this question:

If a potential equity issue is created, the institution’s proposed bonus must also contain a written plan approved by the Institution’s HR Director that addresses how the institution will adjust similarly situated employees when funding becomes available to address equity. Include this written plan below or acknowledge the creation of a plan below and attach, as applicable.

Are departmental funds available to support the requested bonus?

YES – provide fund number

NO – describe how you will secure funding to support this request

HR Comments

RETENTION BONUS
SITUATION 1 – BONUS IN PARALLEL WITH A SIGN-ON BONUS PROGRAM FOR A SPECIFIC JOB CLASSIFICATION

Provided to retain a group of employees when the institution is offering a sign-on bonus as a recruitment incentive to attract qualified candidates in critical positions that have labor market shortages impacting the business needs of the institution and impairing the delivery of essential services.

Answer the following questions.

What will be the amount of the retention bonus?	
How will the payment be distributed? <i>(One lump sum or installments, if installments how many and over what time period, not to exceed 12 months)</i>	
What sign-on bonus program is it matching? <i>(Attach supporting documentation for that sign-on bonus program if not addressed in an earlier section of this form.)</i>	

Will the retention bonus amount be greater than the sign-on bonus amount?

YES – Provide rationale below. HR will forward to UNC System Office Human Resources for review and approval.

NO – Go to next question.

Explain the steps being taken to mitigate the recruitment or retention challenges.

Is the institution seeking to provide a sign-on or retention bonus payout for a group of fifty (50) or more employees?

YES – The University must obtain advance approval from OSBM to confirm funds availability. Human Resources will submit documents to UNC System Office Human Resources for routing to OSBM.

NO – No advance approval from OSBM is required.

RETENTION BONUS
SITUATION 2 – BONUS IN PARALLEL WITH A SIGN-ON BONUS PROGRAM FOR AN INDIVIDUAL

Provided to retain an employee when the institution has offered a sign-on bonus as a recruitment incentive to an individual in a similar critical position within the same work unit that has labor market shortages that affect the business needs of the institution and impair the delivery of essential services.

Answer the following questions.

Employee’s Name and ID Number	
What will be the amount of the retention bonus?	
How will the payment be distributed? (<i>One lump sum or installments, if installments how many and over what time period, not to exceed 12 months</i>)	
What sign-on bonus program is it matching? (<i>Attach supporting documentation for that sign-on bonus program if not addressed in an earlier section of this form.</i>)	

Will the retention bonus amount be greater than the sign-on bonus amount?

YES – Provide rationale below. HR will forward to UNC System Office Human Resources for review and approval.

NO – Go to next question.

Explain the steps being taken to mitigate the recruitment or retention challenges (e.g.: targeted advertising, etc.)

**RETENTION BONUS
SITUATION 3 – BONUS TIED TO A SPECIAL INITIATIVE**

Provided to retain a team of employees assigned to a special initiative of the institution where their combined special skills and understanding of the initiative are critical to its successful completion. A ‘special initiative’ is a defined project with specific goals, and expected beginning and end, and dedicated staff who spend a substantial amount of time on that project.

Answer the following questions.

What will be the amount of the retention bonus?	
How will the payment be distributed? (<i>One lump sum or installments, if installments how many and over what time period, not to exceed 12 months</i>)	

Complete the following if applying to only one employee. For requests for multiple employees that exceed the space provided, please attach an Excel spreadsheet with the following columns completed.

First Name	Last Name	Employee ID	Position #	Job Title

What is the special initiative?	
What specialized skills do the employees have that are critical to the initiative’s successful completion?	
What is the expected completion/end date for the special initiative?	

Is the institution seeking to provide a sign-on or retention bonus payout for a group of fifty (50) or more employees?

YES – The University must obtain advance approval from OSBM to confirm funds availability. Human Resources will submit documents to UNC System Office Human Resources for routing to OSBM.

NO – No advance approval from OSBM is required.

**RETENTION BONUS
SITUATION 4 – BONUS FOR AN INDIVIDUAL**

Provided to retain an employee who is likely to leave the institution to work for another institution or employer. This retention bonus option also provides institutions a mechanism to retain an employee critical to an institution’s mission during a period of transition, such as a closure or relocation of an employee’s office, facility, activity, or organization, who would be likely to leave before the transition is complete.

Answer the following questions.

What will be the amount of the retention bonus?	
How will the payment be distributed? (<i>One lump sum or installments, if installments how many and over what time period, not to exceed 12 months</i>)	

Complete the following information for the employee.

First Name	Last Name	Employee ID	Position #	Job Title

Briefly explain the employee’s skills that are critical to the mission of the institution and the competition in the labor market that make this retention bonus necessary.

(If applicable) If the bonus is being provided because of a period of transition that would make the employee likely to leave, briefly describe the transition and the retention risk.

BONAFIDE VERBAL OR WRITTEN JOB OFFER

Is there is a bona fide verbal or written job offer from an external employer which provides greater compensation without increased responsibility?

YES – Please provide the name of the employer, the job title for which offered, and the salary offer, if known.

NO – Please provide a business rationale in support of your request for a retention bonus.

PROMOTION ELIGIBLE UNIVERSITY EMPLOYEES

Are there current employee(s) within your department with substantially equal qualifications viable for promotion to the potential vacancy?

YES

NO – Complete your response below.

If your answer to the current University employee question was “No”, complete the field:

Please provide a business rationale that outlines the specific, difficult to fill and/or train, skill sets required of this position.