

	<p><b>Sign-On Bonus Policy:</b></p> <p><b>Pilot Program for Emergency Communications, Facilities Maintenance, COMCARE, Corrections and EMS</b></p> <p><i>Adopted: 08/18/2021</i></p>
<p><b>Last Revision Date: 11/2/2022</b></p>	<p><b>Policy No. 4.2002</b></p>
<p><b>Last Enabling Resolution:</b></p> <p><b>169-2022</b></p>	<p><b>Developer/Reviewer:</b></p> <p><b>County Manager/ Division of Human Resources</b></p>

**1. Purpose**

The purpose of the sign-on bonus is to incentivize a candidate to accept employment at Sedgwick County. This policy does not result in Sedgwick County entering into an employment contract with employees. This policy may be revised or rescinded by the Board of County Commissioners.

**2. Scope**

This policy applies to all benefited (part-time and full-time) positions specifically identified within this policy. The sign-on bonus will be subject to applicable taxes.

Positions that will receive sign-on bonuses and the amounts of such sign-on bonuses are as follows:

- A. All Facilities Maintenance Positions: \$1,500
- B. Call Taker and Dispatch Positions: \$1,500
- C. EMS Paramedic: \$2,500
- D. Health: Registered Nurse: \$2,500
- E. Corrections:
  - 1. ISO (I-III) \$2,500
  - 2. Corrections Workers (Senior and Supervisors) \$1,500
  - 3. Cook \$500
  - 4. Senior Social Worker \$5,000

F. COMCARE:

1. Registered Nurse \$2,500
2. Integrated Care Specialist I-IV \$2,500
3. Substance Use Disorder Counselor \$2,500
4. Qualified Mental Health Professional \$5,000
5. Clinical Qualified Mental Health Professional \$5,000
6. Mental Health Team Supervisor \$5,000
7. Integrated Care Specialist IV will receive a \$5,000 sign-on bonus at 90 days, or after successful completion of Quality Mental Health Professional certification, whichever is sooner, but not less than 60 days.

**3. Policy Statement**

This policy serves to aid Sedgwick County in the hiring of individuals for positions that have labor market shortages which affect the county's ability to deliver services to the public.

**4. Definitions**

- A. **Sign-on Bonus** – A non-recurring and non-compounding payment.

**5. Procedures**

- A. Newly hired employees or previous employees re-hired after 121 calendar days of separation are eligible for a one time sign-on bonus per calendar year. *See policy 4.301 Employee Rehire.*
- B. Current employees who accept a transfer to another position are not eligible for the sign-on bonus.
- C. Full-time, part-time or temporary employees that are re-instated within the 121 calendar day reinstatement period are not eligible for the sign-on bonus. *See policy 4.301 Employee Rehire.*
- D. The sign-on bonus will be paid on first paycheck following the completion of 60 days of employment.