**LUMP SUM COMPENSATION TOOLS**

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|  | **PERFORMANCE BONUS** | **RECRUITMENT BONUS** | **RETENTION BONUS** | **EMPLOYEE SUGGESTION BONUS** |
| **ELIGIBLE** | Current state employee.Per Idaho Code §[67-5309D](https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309D/)(1) | New hire to the state1Per Idaho Code §[67-5309D](https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309D/)(3) | Current state employeePer Idaho Code §[67-5309D](https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309D/)(3) | Current state employeePer Idaho Code §[67-5309D](https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH53/SECT67-5309D/)(2) |
| **PURPOSE** | To recognize exemplary service (Generally, outside of normal responsibilities) | To recruit qualified individuals, particularly in positions designated as hard to fill. | To retain qualified individuals, particularly in positions designated as critical to retain. | To recognize an employee for suggestions or recommendations that resulted in taxpayer savings.  |
| **AMOUNT ALLOWED** | Up to $2,000 per fiscal year. Must not exceed 20% of agency FTP authority per fiscal year. | Up to $5,000One time only | Up to $5,000Limited to one per employee per fiscal yearCannot be used to circumvent the $2,000 or 20% performance maximum. | The award may be an amount up to twenty-five percent (25%) of the amount determined to be the dollar savings to the state, but not in excess of two thousand dollars ($2,000). Cannot be used for a ‘referral’ of a candidate. |
| **TYPE OF PAY** | Lump Sum | Lump Sum | Lump Sum | Lump Sum |
| **PAID OUT TIMING** | At least 6 months of satisfactory performance required. | Immediately upon hire, or after 6 months of satisfactory performance, whichever the agency prefers. | After 6 months of satisfactory performance required. | At agency discretion. |
| **REQUEST SUBMISSION** | The agency must submit written justification to DHR and a fiscal impact to DFM for review and approval. | The agency must submit written justification to DHR and DFM and a copy of the MOU template for review. | The agency must submit written justification to DHR and DFM and a copy of the MOU template for review. | The agency must submit written justification to DHR and a fiscal impact to DFM for review and approval. |
| **REPAYMENT REQUIRED** | No | Yes – employees may be required to repay all or part of the bonus. | Yes – employees may be required to repay all or part of the bonus. | No |
| **DOCUMENTATION** | The agency must submit written justification to DHR and DFM. | Applicant must sign a recruitment MOU. | Employee must sign a retention MOU. | The agency must document, in writing, justification for the suggestion bonus.  |
| **EVALUATION REQUIRED** | Yes (“Achieves Performance Standards” or better) | No | Yes (“Achieves Performance Standards” or better) | No |
| **LUMA CODE** | Resource/Compensation/Special Incentives/Request Special Incentive – PERF BONUS | Resource/Compensation/Special Incentives/Request Special Incentive – RECRUIT LESS 6 MONTH OR RECRUIT MORE 6 MONTH | Resource/Compensation/Special Incentives/Request Special Incentive – RETENT LESS 6 MONTHS OR RETENT MORE 6 MONTHS | Resource/Compensation/Special Incentives/Request Special Incentive – CSB |
| **BEST PRACTICES** | Additional duties outside normal scope of work; involvement in a large project or initiative. | * Include language in the job posting regarding the requirement that the applicant has never been a state employee.
* Relocation Assistance may be an option to explore instead. For more information visit the [SCO website](https://www.sco.idaho.gov/Documents/BOE%20Policies/State-Moving-Policy-and-Procedures.pdf).
 | * High turnover in the work team or job classification.
* Employee has other job opportunities outside of the agency (possible job offer).
* Stability is critical to agency operations (involved in work critical to agency operations).
* Not to reward past performance.
 | Financial analysis should be done and retained to support the amount given. |
| **REPORTING REQUIRED** | Appointing authorities shall submit a report to the division of financial management and the legislative services officeby October 1 on all awards granted in the preceding fiscal year. |

1Recruitment bonuses are for a new appointment to the state, unless otherwise approved by the DHR Administrator.

Associated policy – [Statewide Employee Compensation Policy](https://dhr.idaho.gov/wp-content/uploads/STATEWIDE_POLICIES/DHR-01_Employee-Compensation.pdf)

\**Note*: It would be unlikely a single employee would receive more than one of these compensation tools in a fiscal year.

## Retention/Recruitment Bonus Repayment

An employee who has received a recruitment or retention bonus and separates before either six (6) months of employment or before one year of employment may be required to pay back the net bonus amount. An example MOU could state employees who separate before six (6) months of employment are required to pay back the entire net bonus amount and employees who separate after six (6) months of employment but before one year of employment are required to pay back half of the net bonus amount.