



PERSONNEL POLICY

SUBJECT: RETENTION BONUS, SIGN-ON BONUS, AND RELOCATION COSTS

DATE: _____, 2021

Number: 329-16

I. Statement of Policy

Fulton County seeks to retain and attract employees with unusually high or unique qualifications in positions that are critical to the operation of the County. A lump-sum retention bonus or retention pay adjustment may be paid to a current employee in a position that is critical to the mission of the County, if it is determined that: (1) the unusually high or unique qualifications of the employee, or a special need of the County for the employee's services, make it essential to retain the employee; and (2) that the employee would likely leave County service in the absence of a retention bonus. The County Manager, based on the recommendation of the Chief Human Resources Officer and upon verification of availability of funds within the applicable department's budget or other available funding sources, may authorize the head of a department to pay a retention bonus of an approved-upon amount or rate.

A lump-sum sign-on bonus may be paid to an individual newly hired as part of an offer of employment, if it is determined that: (1) the individual accepted an offer in a position that is critical to the mission of the County and/or hard to fill; and (2) that the individual would not likely accept the position in the absence of a sign-on bonus. The County Manager, based on the recommendation of the Chief of Human Resources Officer and upon verification of availability of recurring funds within the applicable department's budget or other available of recurring funding sources may authorize a Department Head to offer and pay a sign-on bonus of an approved-upon amount.

The reasonable costs and expenses of relocating may be paid to an individual newly hired as part of an offer of employment, if it is determined that (1) the individual will reside in Georgia full-time upon commencing employment; (2) the individual is moving from a residence that is at least one hundred (100) miles from the Fulton County Government Center; (3) the individual accepted an offer for a position that is critical to the mission of the County and/or hard to fill; and (4) that the individual would not likely accept the position in the absence of reimbursement of relocation costs and expenses.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".

II. Background and Applicability

This policy applies to all full-time employees of Fulton County in permanent positions. This policy shall also apply to full-time employees of elected officials in permanent positions to the extent they adopt the same.

This policy shall exclude temporary, seasonal, part-time and fee employees, elected officials, judges and contractors.

III. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.