



TENNESSEE DEPARTMENT OF CORRECTION

Sign-On Bonus Program Guidelines

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Authority

Tennessee Department of Correction (TDOC) will administer a Sign-On Bonus (SOB) which provides a cash award to eligible employees. The sole purpose of a Sign-On Bonus Program is to enhance TDOC's recruitment and retention efforts. This program is solely for newly hired employees that are employed at a facility owned and operated by TDOC.

History

Recruitment and retention of Correctional Officers, as well as Nurses, are TDOC's top priorities, as these are critical positions in which substantial shortages have been seen on an historical basis. TDOC has recently implemented several recruitment initiatives; however, these initiatives have not had the expected outcomes across the board in the facilities. Therefore; the department will implement a Sign-On Bonus as an additional tool in making the job offer more attractive to qualified candidates and to offer supplementary compensation for new hires.

Guidelines

A Sign-On Bonus is an installment payment that serves as a recruitment incentive to aid in the employment of individuals in critical positions in which substantial amount of shortages affect the business needs of the agency, and impair the delivery of essential services.

Sign-On Bonuses have been proven to be one of the most effective ways of recruiting and retaining qualified employees. Studies shows SOB programs produce employees who are more productive on the job.

If the employee voluntarily participates in the Sign-On Bonus Program, he/she must complete the Sign-On Bonus Application in its entirety. The approval of funds will be dispersed at the specified times.





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Amount and Method of Payment

TDOC agrees to pay the participating employee an amount of six hundred dollars (\$600.00) as a sign-on bonus, contingent upon the employee's agreement to remain employed with TDOC for a minimum of one (1) year. If the employee agrees to participate in the program, the sign-on bonus will be paid in two separate installments for a total of six hundred dollars (\$600.00). The employee shall receive the first installment in the amount of two hundred dollars (\$200.00) upon being hired, and that installment will be paid during the employee's first pay period of employment at TDOC. This payment will be dispersed in a separate check from the employee's regularly paid salary. The second installment of four hundred dollars (\$400.00) will be awarded to the employee after he/she has successfully completed training from the Tennessee Correction Academy.

Eligibility for Sign-on Bonus

All newly employed, permanent, full-time and part-time Correctional Officers or Nurses are eligible for participation in the Sign-On Bonus Program.

An employee is not eligible or becomes ineligible for the Sign-On Bonus if:

- The employee has been previously employed by TDOC;
- The employee separates voluntarily or involuntarily from the agency before the completion of his/her probationary period;
- The employee subsequently transfers to another agency before the completion of his/her probationary period.

Note: *If an employee is promoted within TDOC during their initial probationary period, no penalties will occur concerning repayment of the Sign-On Bonus. However, if the employee is promoted to a classification outside of the Correctional Officer or Nursing series, and the second installment of the Sign-On Bonus has not been paid, the employee is no longer eligible for this payment.*

Payment of Sign-On Bonus

An employee who terminates employment with the agency, either voluntarily or involuntarily, before the completion of his or her probationary period, which is one (1) year, will be required to provide repayment of any amount of the Sign-On bonus that has been paid, up to six hundred dollars (\$600.00).

The amount due shall be deducted in full from the employee's final paycheck.

