

CLEARVIEW

**POLICY REGARDING: Recruiting
Policy, Employee Sign-On Bonus**

PROPONENT: Administration

APPROVED BY: Health Facilities Committee and Human Resources and Labor Negotiations
Committees

EFFECTIVE DATE: 9/21/2021

SUPERSEDED: 1/1/2018; 11/19/19

Purpose

The purpose of the program is to supplement Clearview's normal recruiting activity and enhance the pool of diverse, qualified candidates available to hire into Clearview. This policy provides for sign-on incentives for recruits to start employment and retain an active status as a Certified Nursing Assistant or CBRF Assistant at Clearview Campus. Each recruit is only eligible for one of the sign-on bonuses listed below.

This policy will remain in effect for six months and will be re-evaluated by the Health Facilities Committee and the Human Resources and Labor Negotiations Committee.

Procedures for C.N.A. and CBRF Assistant Sign-On Bonus:

Hiring bonuses for full-time C.N.A.s will be a total of \$1,000. Part-time C.N.A.'s and CBRF Assistants sign-on bonuses will be paid on a pro-rated basis based on the employee's FTE:

1. \$300 after three (3) months
2. \$300 after six (6) months
3. \$400 after a year of successful employment

The sign-on bonus will be paid out on the next paycheck after each timeframe above and will be subject to Federal and State taxes.

Employees failing to complete one (1) year of employment will be required to re-pay any bonuses received.

The above sign-on bonus will be memorialized through a formal signed agreement.

Procedures for Full Time 2nd and 3rd shift C.N.A. and Full Time 2nd and 3rd shift CBRF Assistant Sign-On Bonus:

Hiring bonus for FULL TIME 2nd and 3rd shift Certified Nursing Assistants and FULL TIME 2nd and 3rd shift CBRF Assistants will be a total of \$6,000, which will be paid as per the schedule below:

1. \$500 at hire
2. \$500 after three (3) months
3. \$750 after six (6) months
4. \$1,000 after nine (9) months
5. \$1,250 after one (1) year of employment
6. \$2,000 after the successful completion of two years of employment.

The sign-on bonus will be paid out on the next paycheck after each timeframe above and will be subject to Federal and State taxes.

Employees failing to complete two (2) years of employment will be required to re-pay any bonuses received.

The above sign-on bonus will be memorialized through a formal signed agreement.