

## **Recruitment and Retention Pay Policy**

The purpose of this policy is to provide retention pay to eligible employees. This policy is a continuation of the “Premium Pay Policy for Essential Work” which ended on April 10, 2023. To be considered eligible to receive retention pay, the following criteria must be met:

1. The retention pay periods will consist of three, six-month pay periods that coincide with Macon County regular pay periods. The first retention pay period will begin on April 10, 2023 and end on October 22, 2023. See Table 1 on page 2 that contains all retention pay periods.
2. Retention payments will cease at such time as any of the following occur:
  - a. The last retention pay period as identified in Table 1 on page 2 is reached;
  - b. The employee reaches a maximum of \$14,000 (including the premium pay amounts paid previously between 11/5/2021 – 5/5/2023);
  - c. The maximum available appropriation of funds is reached;
  - d. The employee is no longer employed by the County.

The employee must remain employed at 11:59 PM on the last date of each retention pay period to receive the retention pay. If the employee leaves the service of Macon County during the retention pay period, the employee is not eligible to receive any of such period’s retention pay. If there is a lapse in employment for any reason during the retention pay period, the employee is not eligible for the retention pay for that specified period.

*Seasonal part-time employees - to receive the retention pay, the individual must be employed at the beginning of the specified season and remain employed through the end of the specified season. The retention pay period will begin on the first day of the specified season and end on the last day of the specified season.*

3. Payments will be calculated on a \$2.00 per hour basis for each hour worked and paid through payroll pay codes 100, 151, 200, 780, 781, 782, 784, and 900 during the specified six (6) month retention pay period or seasonal period. The payment will be issued as a lump sum following the end of the specified six (6) month retention pay period or seasonal period.
4. The retention pay will be based on actual hours worked and paid through payroll pay codes 100, 151, 200, 780, 781, 782, 784, and 900. Retention pay shall not be paid for vacation, sick, comp time or any other types of leave in which the employee is not actually working.

5. Retention pay will be for both full-time and part-time employees. The retention pay will be on a straight hour-per-hour basis. For example, if the employee is paid for 40 regular hours and 5 overtime hours, the retention pay will be calculated as 45 hours x \$2.00 = \$90.00.
6. The Finance Department will process payments and make reports available to the County Manager after each payment is made at the end of each six (6) month retention pay period.
7. Periodic monitoring and other associated controls will be implemented as per the standards currently in place through the Finance Department to maintain the accuracy and integrity of the program.
8. Documents will be retained per pertinent Macon County and State retention schedules.

Table 1

| Retention Pay Periods:               | Record Point:             |
|--------------------------------------|---------------------------|
| April 10, 2023 thru October 22, 2023 | October 22, 2023 11:59 PM |
| October 23, 2023 thru April 21, 2024 | April 21, 2024 11:59 PM   |
| April 22, 2024 thru October 20, 2024 | October 20, 2024 11:59 PM |