

Montgomery County Sign-On Bonus Policy

I. Purpose

This policy establishes a formal structure for providing sign-on bonuses when warranted by extraordinary recruitment challenges.

II. Policy Statement

Montgomery County recognizes that certain titles may be subject to recruitment difficulties due to competitive job markets and salary disparities. In such cases, a sign-on bonus may be authorized to attract and retain qualified candidates. The sign-on bonus must be used strategically and only when justified by compelling recruitment or retention challenges.

III. Eligibility

To qualify for a sign-on bonus:

1. The candidate **must not be employed by Montgomery County** at the time of hire.
 2. The position **must be outside of any collective bargaining unit** unless payment of sign-on bonuses has been formally approved by the bargaining unit.
 3. The Personnel Officer must certify that the position presents **extraordinary recruitment difficulty**, supported by documentation (e.g., repeated failed recruitment efforts, market analysis, vacancy duration).
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IV. Bonus Structure

For approved positions, the sign-on bonus shall be paid in **three equal lump-sum payments** in an amount determined by the County Executive not to exceed \$15,000. The payment schedule shall be as follows:

- **First payment within 30 days of hire**
- **Second payment upon completion of 12 months of service**
- **Third payment upon completion of 24 months of service**

Payments are contingent upon active employment on the payment date and shall be rescinded in cases of separation.

V. Procedure

1. Request for Bonus Consideration

- Department Heads must submit a formal request to the County Executive.
- Request must include:
 - Recruitment history
 - Vacancy duration
 - Justification certification from the Personnel Officer

2. Review and Determination

- County Executive will have the sole authority to approve or deny the request.

3. Funding

- All sign-on bonuses must be funded through the respective department's Other Compensation line.
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VI. Conditions and Limitations

- If the employee **terminates employment voluntarily or is terminated for cause** prior to completion of the bonus term, Montgomery County shall retain the **unearned portions** of the bonus.
 - This policy does **not supersede civil service rules, retirement system policies, or any applicable state law.**
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VII. Reporting and Oversight

- The Personnel Officer shall maintain a log of all positions approved for sign-on bonuses.
- An **annual report** shall be submitted to the County Legislature summarizing:
 - Approved sign-on bonuses
 - Recruitment outcomes
 - Fiscal impact