

# Non-Instructional Recruitment Initiative -

**Goal:** Attract and retain a great Non-Instructional Workforce

## Criteria for \$500 SIGN-ON Bonus Program -

To attract and retain Non-Instructional workforce, including Bus Operators, Campus Monitors, Classroom Assistants, Teacher Assistants, Facilities Servicepersons & Food Service Workers, we have implemented a HIRING (new/re-hire) SIGN-ON Bonus Program.

### SIGN-ON BONUS

A sign-on bonus is an incentive authorized and paid to a new employee upon **hire/re-hire**. The first payment of \$250 (PAYMENT I) will be authorized once the employee reports to the work location and is processed in the District's Human Resources Information System. The second payment of \$250 (PAYMENT II) will be authorized and paid once the employee continues employment in the same role for ninety (90) days, for a total signing bonus of \$500. Please note: Bus Operators complete Transportation's Bus Operator training program prior to reporting to work location.

Below is an explanation of the criteria:

ELIGIBILITY	AMOUNT	CRITERIA	WHEN	PAYMENT
Any new/re-hire	Incentive; up to \$500	<p><b>Incentive 1</b> – reports to the work location (appears in HRIS).</p> <p><b>Incentive 2</b> - completed 90 days of work based on the assigned work calendar.</p>	Effective 12/1/2021	Talent Acquisition (Non-Instructional) will monitor and enter payment within one-time payment database.

