

**Policy Title:** Sign-On Bonus Policy

**Policy Reference:** PL.173

**Attaches To: (see page 1 and 2, Object(s): Job Descriptions, Etc, Applied To)**

### **Description:**

#### **Eligibility**

Employees must be hired for a full time position, which has been determined by management as difficult to recruit and/or retain.

#### **Responsibilities of the Employee**

Upon the determination of the sign-on bonus and eligible employees, after the communication of such to eligible employees and prior to the payment of the sign-on bonus, the employee is responsible for the following:

1) The employee is responsible for agreeing to and signing the Sign-On Bonus Agreement, where the employee agrees to maintain employment at Vanguard Academy for a minimum of one year from the date of hire. If the employee is unable to satisfy the one year minimum requirement and is terminated before that point, the employee is responsible for the repayment of the pro-rated portion of the sign-on bonus that was paid. For example if the employee completes 6 months of service the employee must repay 50% of the sign-on bonus paid.

#### **Responsibilities of Vanguard**

Based on past experience and historical and current staffing patterns of Vanguard management will determine which positions are deemed difficult to recruit for and/or retain. Some of the key factors management will consider in determining which positions are difficult to recruit/retain include, but are not limited are:

- 1) Turnover frequency and existing vacancies
- 2) Labor market factors, conditions of staffing patterns for other entities in the industry
- 3) Results of previous recruitment/retention methods
- 4) Specific qualifications for the position and relative difficulty in attaining qualified employees
- 5) Availability of funds for sign-on bonuses

Before offering a sign-on bonus to an eligible employee, the payment terms and amount will be reviewed by the Director, who will make the final determination of the amount and payment date of the bonus.

#### **Implementation**

The amount of the sign-on bonus will not exceed 15% of the eligible employee's regular annual salary amount.

Communication regarding the sign-on bonus being offered to the eligible employee will occur at the same time as the discussion concerning the employee's acceptance of employment at Vanguard.

Sign-on bonuses will be paid within the first year of employment at a date determined by the Director and communicated to the employee upon acceptance of employment.

**Purpose:**

To outline the requirements and responsibilities involved with management and the employee. The sign-on bonus is a non-recurring and non-accumulating sum of money which is paid to an employee with the sole objective of incentivizing the employee who is receiving the bonus to accept employment at Vanguard. The sign-on bonus is subject to state and federal taxes.

**Scope:**

**Policy Type:** Company Position Other \_\_\_\_\_

**Job Description(s) Applied To:**

Reference	Job Description (JD) Title(s)
JD: 221	Company Wide

**Template Object(s) Applied To:**

Reference	Template (TP) Title(s)
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**Revision History:**

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A

**Policy Title:** Non-Discrimination Policy

**Policy Reference:** PL.176

**Attaches To:** (see page 1 and 2, Objects(s): Job Descriptions, Etc, Applied To)

**Description:**

Vanguard Academy does not and shall not discriminate on the basis of race, color, religion (creed), sex, age, national origin (ancestry), disability, or military status, in any of its activities or operations. These activities include but are not limited to, hiring and firing of staff or contractors, selection of vendors, and providing of services.

1. Vanguard Academy offers Career and Technical Education (CTE) programs in <https://vanguardcharter.org/about/departments/cte/>.
2. Admission to these programs is based on <https://www.schools.utah.gov/cte>. In Utah CTE classes are open to all qualified students without regard to race, color, national origin, sex, disability or age.
3. It is the policy of Vanguard Academy not to discriminate based on race, color, national origin, sex or disabilities in its CTE programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 ; and Section of 504 of the Rehabilitation Act of 1973, as amended.
4. It is the policy of Vanguard Academy not to discriminate based on race, color, national origin, sex, and disabilities or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; The Age Discrimination Act of 1975, as amended; and Section 504 the Rehabilitation Act of 1973, as amended.
5. Vanguard Academy will take steps to assure that the lack of English skills will not be a barrier to admission and participation in all educational and CTE programs.
6. For more information about your rights or grievance procedures, contact the Title IX Coordinator at (physical address of Coordinator); (email address of Title IX Coordinator); (phone number of Title IX Coordinator); and the Section 504 Coordinator at (physical address of Coordinator); (email address of Section 504 Coordinator); (phone number of Section 504 Coordinator).

**Purpose:**

**Scope:**

**Policy Type:** Company Position Other \_\_\_\_\_

**Job Description(s) Applied To:**

Reference	Job Description (JD) Title(s)
JD: 221	Company Wide

**Template Object(s) Applied To:**

Reference	Template (TP) Title(s)
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**Revision History:**

Revision #	Date of change	Description of change	Authorized by
1.1	N/A	Launched Object	N/A