



Idaho Division of Vocational Rehabilitation
650 W. State Street, Room 150
Boise, ID 83720
Phone: (208) 334-3390
Fax: (208) 334-5305

MEMORANDUM OF UNDERSTANDING

Repayment of New Hire Recruitment Bonus Pay in Case of Separation

Compensation. I understand that effective [DATE], the Idaho Division of Vocational Rehabilitation (IDVR) is prepared to pay a one-time recruitment bonus to me in the amount of \$2500, as allowed within Idaho Code § 67-5309 and the Executive Branch Agency Policy 1F. Recruitment Award Pay. This bonus will be paid on or about six (6) months following my date of hire, subject to my completion of 1040 hours of service and receipt of a rating of Achieves Performance Standards (APS) or better on my probationary performance evaluation, and the following:

Separation and Repayment Terms. I also understand that if I voluntarily terminate my employment with IDVR, or am dismissed for cause within the time frames listed below, I will be required to repay the recruitment bonus as follows:

- a. If I voluntarily resign or am dismissed for cause within six (6) months from the pay date of the recruitment bonus, I agree to repay the full amount of the \$2500 recruitment bonus.
- b. If I voluntarily resign or am dismissed for cause after six (6) months, but within one (1) calendar year from the pay date of the recruitment bonus, I will be allowed to keep \$1,250 without need of repayment, however, I must repay \$1250 of the total recruitment bonus amount.
- c. If I voluntarily resign or am dismissed for cause after more than one (1) calendar year from the pay date of the recruitment bonus, I will have satisfied my recruitment commitment and will not be obligated to repay any portion of the recruitment bonus.
- d. All repayments are due in full at termination.

I also understand I am bound by Idaho Code § 67-5309D(3), which states: "the department director and the administrator of the division of human resources are authorized to seek legal remedies available, including deductions from an employee's accrued vacation funds, from an employee who resigns during the designated period of time after receipt of a recruitment or retention bonus."



*Idaho Division of
Vocational Rehabilitation*

Idaho Division of Vocational Rehabilitation
650 W. State Street, Room 150
Boise, ID 83720
Phone: (208) 334-3390
Fax: (208) 334-5305

A copy of this signed memo will be placed in your personnel file.

Employee Name (Please Print)

Employee Signature

Date

Administrator

Date