



## Recruitment Incentive Plan

The OIG seeks to recruit, select and retain the best-qualified individuals for our positions. The Recruitment Incentive Plan allows management to offer a recruitment bonus to a newly appointed employee.

### What is a recruitment incentive?

An incentive payment of up to 25 percent of the employee's annual basic pay, used to attract highly qualified individuals for hard to fill positions.

### Who is excluded from this directive?

Current Federal employees, Presidential Appointees, SES non-career appointees; and positions excepted from the competitive service.

### When is it appropriate to use a recruitment incentive?

In evaluating the appropriateness of using the recruitment incentive, consider the following factors:

- Success of recent efforts to recruit candidates for similar positions (offer acceptance rates, proportion of positions filled, time required, etc.).
- Recent turnover in similar positions.
- Labor market factors that may affect the ability of the agency to recruit candidates for similar positions now or in the future.
- Special qualifications needed.

### How much can we pay?

Up to 25 percent of an employee's annual basic pay rate.

### Who can request and approve recruitment incentives for potential OIG employees?

The Treasury Department's Recruitment policy delegates approval authority to the Inspector General.

Assistant Inspectors General and Counsel provide a brief written request and justification by email to the Assistant Inspector General for Management who then submits the request to the Deputy Inspector General and Inspector General for Inspector General Approval.

The request and justification should outline the work experience of the candidate, the skills developed while gaining the experience, and any related education which enhances the candidate's qualifications; or the special need of the agency for particular skills or knowledge possessed by the individual. It should include the reasons for:

- Determining that a position is likely to be difficult to fill.
- Authorizing a recruitment incentive.
- The amount and timing of the approved recruitment incentive payment and the length of the required service period.

### When do we make the determination to make the payment?

Before the employee enters on duty.

### When do we make the payment and how is the employee paid?

After the employee enters on duty as a lump-sum payment or in installments in accordance with the service agreement.

**Is there anything required of the employee in exchange for payment?**

Yes, the employee must sign a written service agreement for not less than 6 months and not more than 4 years.

**When does the service period begin and end?**

The service period begins on the first day of the employee's first pay period. It ends on the last day of a pay period as stated in the service agreement.

**Can we terminate a service agreement prior to its expiration?**

Yes, under the following conditions:

- Unilaterally based solely on the OIG's need. The employee receives all recruitment incentive payments for completed service and retains any portion of the recruitment incentive payment he or she has already received that is attributable to uncompleted service.
- When the employee is demoted or separated for cause or when the employee receives a rating of record of less than "Fully Successful", or if the employee fails to fulfill the terms of the service agreement. The employee retains the recruitment incentive payments previously paid that are attributable to the completed portion of the service period.

Management must notify an employee in writing when it terminates a recruitment incentive agreement and the reason(s) for the termination.

**Can a service agreement start date be delayed?**

Yes, we may delay the date until after an employee completes a probationary period or an initial period of formal training when continued employment in the position is contingent upon successful completion of the formal training or probationary period. In either case, the OIG will determine if the employee will need to successfully complete the probationary period and/or training before we pay an incentive.

**What happens if an employee does not complete a service agreement?**

If the employee does not fulfill the agreed-upon (non-terminated) service agreement, he or she will need to repay the portion of the incentive attributable to the uncompleted portion of the agreement.

**Are there any other sources of information related to this directive?**

Yes, any items not covered by this directive are addressed by Department of the Treasury Recruitment Directive, 575 Subpart A and 5 CFR 575.

**Who do I call?**

For questions about this policy, please contact the Office of Management at (202) 927-5200 or [OIG-OM@oig.treas.gov](mailto:OIG-OM@oig.treas.gov).