

\$100 Sign On/Training Bonus

After the completion of the new employee orientation and training as defined by the CICAL initial orientation process, new employees will receive a \$100 gift card. Typically, this training is three or four days or more, beginning on Monday of each week.

The following guidelines will be followed to implement this program:

Card Purchase responsibility

- In Montgomery County, an officer will purchase the cards. In Clark, Madison, Preble and Butler county, the Program Director will purchase the cards.
- All purchases will be on CICAL credit card and will be required to be documented per agency standard.
- Safe keeping of the cards is the responsibility of the purchaser per agency policy on safe keeping of cash and other agency valuables. In Montgomery County the cards are kept by the Office Manager in the safe. A signed receipt from the card recipient is required for each card purchased.

Process for approving and giving cards to new employees

- New employees are informed during their interview that they will be eligible for a \$100 bonus when they complete all the requirements of initial orientation which includes at a minimum:
 - Eight hours of orientation (DODD mandated training)
 - First Aid/CPR (if not currently certified)
 - Program Site training (shadowing) at assigned program (supervisor completes employee Program Training Checklist)
- When new employee completes the eight hours of orientation and first aid/CPR, their supervisor(s) (PA and PD) will be informed by HR and assisted in arranging the assigned shadowing/training.
- After they complete the shadowing/training at one of their assigned programs and the check list is completed the Program Director will give the new employee the \$100 sign on bonus.

Required Documentation

- All purchased cards must have documentation to show that it was received by the new employee.
 - The new employee will provide written signature to document the receipt of the \$100 gift card.
 - The Program Director will write the name or department number of the new employees' primary assignment on the receipt.
 - This documentation will be returned to the card purchaser and attached to the card purchase documentation that goes to the Fiscal Department.