Washington State University

Hiring Incentive Payment Program (Pilot)
Civil Service and Administrative Professional Staff

PROGRAM OVERVIEW

To support the ability to attract talent in a competitive job market, with approval from the Vice President and Chief Human Resource Officer (CHRO) for Human Resource Services (HRS), departments may offer a hiring incentive for civil service and administrative professional employees.

A hiring incentive payment provides a lump sum payment to support the recruitment of specific positions in hard-to-fill job classifications. Job postings on WSU Jobs indicate eligibility for a hiring incentive payment and are posted for broad visibility to potential applicants.

This is a pilot process for one year through June 2023.

PROGRAM REQUEST

Departments considering offering a hiring incentive payment for an open staff position must submit a request to HRS using the Hiring Incentive Payment Program Request Form. The request must be signed by the department's delegated appointing authority.

Requests must be submitted prior to posting the vacancy for recruitment include a detailed statement of the difficulty to fill and reasons for requesting the incentive payment.

HRS reserves the right to amend, interpret, end or suspend the program at any time.

NOT ELIGIBLE

Unless an exception is authorized by the Vice President and Chief Human Resource officer, the program is **not** available to:

- Current WSU employees.
- Previous WSU employees who return to the same job profile within one year of separation.
- Employees in non-student, nonpermanent or student temporary hourly positions.
- New hires receiving an employee relocation compensation BPPM 55.62
- Employees covered by a collective bargaining agreement unless modified by their applicable CBA.

PAYMENT AND AMOUNT

Hiring incentive payments, to eligible employees, are paid as a lump sum up to a maximum of $10,000 and are not prorated based on FTE unless an exception is approved by the Vice President and Chief Human Resource Officer. In accordance with WAC 357-

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[28-095](#) payment may not exceed fifteen (15%) percent of the employee's base annual salary and amounts offered for the same job profile must be the same across units.

Payment of the hiring incentive will take place on the second paycheck after the new employee has been working for six (6) months after their hire date.

SOURCE OF FUNDING

Hiring incentive payments must be made by the hiring department from the department's existing resources.

EMPLOYEE CONDITIONS

Employees who separate from employment prior to the end of six (6) months from the date of hire will have their hiring incentive cancelled.

Any leave without pay during the first six (6) months of employment does not count towards the time requirement. If this happens, the six (6) month period will be extended to account for unpaid leave.

Federal law requires employees pay payroll taxes on lump sum recruitment incentive payments. WSU reports these payments on the W-2 form. Employees may wish to seek advice from a tax professional.

DEPARTMENT RESPONSIBILITIES

Departments are responsible for ensuring compliance with the hiring incentive payment program including:

- Posting the availability of a hiring incentive on the notice of vacancy.
- Collecting department approvals.
- Preparing and collecting the employee's Hiring Incentive Attestation form.
- Coordinating the one-time hiring incentive payment to occur after the completion of six (6) months after the original hiring date.

EMPLOYMENT OFFER

The conditions of the hiring incentive payment must be established in writing and specify the required period of continued employment. In advance of authorizing a lump sum recruitment payment, departments must discuss the hiring incentive payment with the successful job candidate, informing them the payment can only be made if the conditions for a hiring incentive, as defined by this document, are met.

REFERENCES

[WAC 357-28-095](#)

[BPPM 55.62 Relocation Compensation](#)