



Hiring Incentive Payment Program for 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.

HIRING INCENTIVE REQUEST PROCESS

Departments considering offering a hiring incentive payment for an open Civil Service or Administrative Professional position must complete a Recruitment Incentive Request Form. This form must be signed by the appointing authority and submitted to HRS.

ELIGIBILITY AND RESTRICTIONS

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 (1) year of separation.
- Employees currently employed 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.

Employees who separate from employment or leave the department prior to the end of six (6) months from the date of hire may have their hiring incentive cancelled. If the employee leaves the department in which they were hired prior to the end of six (6) months from the date of hire, the Appointing Authority has the discretion to cancel the hiring incentive.

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.



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 357-28-095](#), 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.

WSU HRS reserves the right to evaluate program eligibility on a case-by-case basis. Exceptions will be made by the Vice President and Chief Human Resource Officer or their designee on a case-by-case, non-precedent setting basis. WSU Human Resource Services reserves the right to amend, interpret, terminate, or suspend this program at any time.

HIRING INCENTIVE PAYMENT

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 in the same department. If an employee leaves the department in which they were hired, the Appointing Authority may cancel the hiring incentive. Management requested reclassification of the position within this period will not impact hiring incentive payment.

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 in the same department.

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](#)