

Reclamation Manual

Directives and Standards

TEMPORARY RELEASE
(Expires 01/28/2013)

RECRUITMENT INCENTIVE SERVICE AGREEMENT TEMPLATE

Employee:	Position:
Pay Plan/Series/Grade:	Organization:
Required service period (not less than 6 months and not to exceed 4 years): Commencement Date: Termination Date:	Amount of Incentive (percentage of salary):
Method and timing of payments:	

In return for the payment of the recruitment incentive specified above, I agree to accept the terms and conditions specified below:

1. I understand that the Bureau of Reclamation must terminate the recruitment incentive Service Agreement and the incentive itself if, in the performance of my duties in this position, I am rated less than “Superior” or equivalent during this period, demoted or separated for cause, or otherwise fail to fulfill the terms of the Service Agreement. If the recruitment incentive Service Agreement is terminated for the reasons listed above, I am entitled to retain all recruitment incentive payments that are attributable to completed service but I must repay any portion of the incentive attributable to uncompleted service. If I received less than the amount that would be attributable to the completed portion of the service period, the agency is not obligated to pay the amount attributable to completed service. I also understand that if I received relocation incentive payments in excess of the amount that would be attributable to the completed portion of service period, I will be indebted to the Federal Government and must repay the excess amount.

2. I understand that Reclamation must terminate the recruitment incentive Service Agreement and the incentive itself if I am separated as a result of material false or inaccurate statements or deception or fraud in examination or appointment, or as a result of failing to meet employment qualifications. If the recruitment incentive Service Agreement is terminated for the reasons listed above, I will be indebted to the Federal Government and must repay all of the recruitment incentive received under the Service Agreement.

3. I understand that Reclamation may terminate the recruitment incentive Service Agreement and the incentive itself based solely on the management needs of the agency.

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This may be due to a reduction-in-force or when there are insufficient funds to continue the planned incentive payments, or if I am assigned to a different position (if the different position is not within the terms of the Service Agreement). If the relocation incentive Service Agreement is terminated for the reasons listed above, I am entitled to retain relocation incentive payments previously paid by Reclamation that are attributable to the completed portion of the service period. I also understand that if I received recruitment incentive payments in excess of the amount that would be attributable to the completed portion of service period, I will be indebted to the Federal Government and must repay the excess amount

4. I understand that termination of a Service Agreement is not grievable or appealable.

Employee Signature

Date

Supervisor's Signature

Date

Original to OPF
Copy to Employee
Copy to Supervisor