

**Reclamation Manual**  
Directives and Standards

**TEMPORARY RELEASE**  
(Expires 01/28/2013)

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**RETENTION INCENTIVE  
STATEMENT OF UNDERSTANDING**

Employee:	Position:
Pay Plan/Series/Grade:	Organization:
Date entering position:	Amount of Incentive (percentage of salary):

In return for the payment of the retention incentive specified above, I understand the terms and conditions specified below:

1. The Bureau of Reclamation must terminate this retention incentive when conditions change such that the original determination to pay the retention incentive no longer applies (e.g., when I am reassigned to a different position that is not within the terms of the statement of understanding or when payment is no longer warranted). If the retention incentive is terminated for the reasons listed above, I am entitled to retain retention incentive payments previously paid by Reclamation that are attributable to the completed portion of service.
2. Reclamation must terminate this retention incentive 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. If the retention incentive is terminated for the reasons listed above, I am entitled to retain retention incentive payments previously paid by the agency to me that are attributable to the completed portion of service.
3. Reclamation may terminate this retention incentive based solely on the management needs of the agency. Termination may be due to a reduction-in-force or when there are insufficient funds to continue the planned incentive payments. If the retention incentive is terminated for the reasons listed above, I am entitled to retain retention incentive payments previously paid by Reclamation that are attributable to the completed portion of service.

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4. I understand that termination of my retention incentive is not grievable or appealable.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Original to OPF  
Copy to Employee  
Copy to Supervisor