

## Reclamation Manual

Directives and Standards

### APPENDIX B – SERVICE AGREEMENTS AND STATEMENT OF UNDERSTANDING

#### SERVICE AGREEMENT TEMPLATE – RECRUITMENT INCENTIVE

Employee:	Position:
Pay Plan/Series/Grade:	Organization:
Required service period (not less than 6 months and not to exceed 4 years): <b>Commencement date:</b> <b>Termination Date:</b>	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 if, in the performance of my duties in this position, I am rated less than “Superior” or the equivalent during this period, demoted or separated for cause, leave Reclamation, 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 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. Periods on a detail, in a non-pay status, or on leave exceeding 30 consecutive calendar days will extend this agreement by the excess amount of time, other than such periods of time due to military service.
  
2. I understand that Reclamation must terminate the recruitment incentive service agreement if I am separated as a result of material false or inaccurate statements, 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 any of the reasons listed above, I will be indebted to the Federal Government and must repay all of the recruitment incentive payments received under the service agreement.

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3. I understand that Reclamation may terminate the recruitment incentive service agreement based solely on the needs of management of the agency. This may be due to a reduction-in-force, 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 service agreement is terminated for the reasons listed above, I am entitled to retain recruitment 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 retain these payments.
  
4. I understand that termination of my retention incentive is not grievable or appealable.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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Copy to Supervisor

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### SERVICE AGREEMENT TEMPLATE – RELOCATION INCENTIVE

Employee:	Position:
Pay Plan/Series/Grade:	Organization:
Required service period (not to exceed 4 years): <b>Commencement date:</b> <b>Termination Date:</b>	Amount of Incentive (percentage of salary):
Method and timing of payments:	

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

1. I understand that the Bureau of Reclamation must terminate this relocation incentive service agreement if, in the performance of my duties in this position, I receive a rating of less than “Fully Successful” or the equivalent during this period, demoted or separated for cause (i.e., unacceptable performance or conduct), leave Reclamation, or otherwise fail to fulfill the terms of the service agreement. If the relocation incentive service agreement is terminated for any of the reasons listed above, I am entitled to retain all relocation 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, Reclamation 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. Periods on a detail, in a non-pay status, or on leave exceeding 30 consecutive calendar days will extend this agreement by the excess amount of time, other than such periods of time due to military service.
2. I understand that Reclamation will determine whether this service agreement will be terminated earlier than anticipated due to the management needs of the agency. Termination may be due to a reduction-in-force, 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 any of the reasons listed above, I am entitled to retain relocation incentive payments previously paid to me by Reclamation that are attributable to the completed portion of the service period. I also understand that if I received relocation incentive payments in excess of the amount that would be attributable to

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the completed portion of service period, I will retain these payments.

3. I understand that I must establish a residence in the new area before the relocation incentive may be paid.
4. I understand that termination of my retention incentive is not grievable or appealable.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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### STATEMENT OF UNDERSTANDING – RETENTION INCENTIVE

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

In return for 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., if I am reassigned to a different position or location 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 any of the reasons listed above, I am entitled to retain the 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 “Fully Successful” or the equivalent during this period, demoted or separated for cause (i.e., unacceptable performance or conduct), or leave Reclamation. If the retention incentive is terminated for any of the reasons listed above, I am entitled to retain the 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, when there are insufficient funds to continue the planned incentive payments, etc. If the retention incentive is terminated for any the reasons listed above, I am entitled to retain the retention incentive payments previously paid by Reclamation that are attributable to the completed portion of service.
  
4. I understand that termination of my retention incentive is not grievable or appealable.

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

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

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### STATEMENT OF UNDERSTANDING – SERVICE CREDIT FOR ANNUAL LEAVE

Employee:	Position:
Pay Plan/Series/Grade:	Organization:
Date entering position:	Number of years and months credited:

I understand and agree that if I separate or transfer prior to completing one full year of continuous service with Reclamation, I am not entitled to retain service credit granted under the Creditable Service for Annual Leave Accrual provision as defined in 5 USC 6303(e). Therefore, prior to separating or transferring, a new service computation date for leave will be established by subtracting the credit that was provided for non-Federal or uniformed service work experience. All unused annual leave accrued and accumulated, however, will remain to my credit and will be transferred to the new agency or liquidated by a lump-sum payment, as appropriate. If placed in a leave without pay status, the required one-year period of continuous service will be extended for the amount of time in a leave without pay status unless such periods are due to military service or due to an on-the-job injury with entitlements to injury compensation under 5 USC Chapter 81.

I understand that if I separate or transfer after I have completed one full year of continuous service, the service granted to me under the Creditable Service for Annual Leave Accrual provision will be made permanent. If I separate or transfer thereafter, my service computation date for leave will not be recalculated.

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

\_\_\_\_\_  
Date

Original to OPF  
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Copy to Supervisor