

New Hire Incentive Program Unified Judicial System May 2022

Purpose:

The purpose of the New Hire Incentive Program is to assist with the recruitment of hard to fill vacancies and positions. These positions are identified by the State Court Administrator. Positions are identified based on the difficulty to recruit and ability to locate qualified applicants, this is the sole discretion of the State Court Administrator. The individual may not be an existing employee transferred or promoted into the position. The incentive is only paid if funding is available.

Employee Eligibility:

New hires are considered employees not currently on payroll with the State of South Dakota. It does not include current non-benefited UJS employees or other UJS or state employees transferring and/or promoting within or to the UJS. Only new hires for permanent, benefited positions are considered eligible. Once an employee has received a new hire incentive payment, even partial payments, they are not eligible to receive any further new hire incentive payments even if they have a break in service.

Payments:

Positions eligible for the new hire incentive will be noted on the announcement. After hire, the new hire will be paid \$100 of the hire incentive bonus three months from their hire date in their paycheck. The remaining hiring incentive amount will be provided in two bonus payments in their paycheck: half at six months from hire date (pending successful completion of probationary period) and the remaining half at sixteen months from hire date.

If a new hire promotes to another position within UJS, they would not be eligible for another new hire incentive. However, if they have not been paid completely for their current/initial new hire incentive they will receive their final payments if they successfully complete their months from the initial new hire date.

New hires not completing their three months of work will not receive any hire incentive payments. Employees will not receive additional bonus payments if they resign their position, are unsuccessful in their probationary period, or are terminated prior to the six or sixteen months in their position.

Employees will not be expected to repay any payments made unless they have been made in error.

Commit to UJS Service:

In the event the employee's employment with UJS terminates prior to the employee completing their sixteen months of service they will not be eligible for payment. In the event the employee is rehired they will not be eligible for a hiring incentive.