

RETENTION INCENTIVE PAYMENT POLICY:

1. All eligible employees will receive a full 1% Retention Incentive Payment up to a maximum of \$1,200. The Payment will be based on an employee's base salary plus temporary pay increases.
2. Social Security (OASDI) taxes will be paid out of the \$1.8 million Payment appropriation.
3. The Payment will be made with October 2013 paychecks and notated as the "Retention Incentive Payment."
4. The Payment will be made to all:
 1. benefited employees, both full and part-time
 2. graduate assistants
 3. grant-funded employees
 4. Section II employees
5. The Payment will *not* apply to hourly non-benefitted employees.
6. To be eligible for the Payment, the employee must (a) be employed on or before July 1, 2013 **AND** (b) be employed on October 31, 2013.
7. To be eligible for the payment, an employee subject to the staff evaluation system must not have received a summary evaluation score less than 3.0 (performing according to expectations) on the most recent performance evaluation available as of September 30, 2013. In addition, the employee must *not* be on a performance improvement plan as of September 30, 2013.
8. The competency assessment required for payment to an employee *not* subject to the staff evaluation system (including probationary, non-classified, at-will, faculty, and academic professional employees) will be determined by the employee's supervisor, consistent with performance assessments available as of September 30, 2013. Academic employees who have been denied tenure, an extended-term contract, or reappointment will not be eligible for the payment.
9. The Payment will not be eligible for a retirement plan contribution.
10. The Payment appropriation will not be used for any other purpose, and any unused funds will be returned to the State of Wyoming.

Note:

For purposes of calculating the 1% Payment, the July 1st monthly wage will be multiplied by 12, to determine the employee's annual wage, and the Payment will be 1% of that amount, to a maximum of \$1,200.