



New Hire Sign-On Incentive FAQs

How much can the sign-on Incentive be?

The new hire sign-on incentive payment will be up to 5% of the final base salary with a maximum of \$15,000. The exact offering within this range is at the college/unit discretion.

Who decides the amount of the incentive?

The incentive amount is determined at the unit level and is paid from unit funds.

What levels of approval are needed to offer a sign-on incentive?

It is at the discretion of the department or unit whether to offer a sign-on incentive.

Who determines if a sign-on incentive must be repaid due to early exit?

The respective Dean or Vice Chancellor, in consultation with IHR will determine if repayment is required.

Who is considered staff for the purposes of this policy?

Staff is considered academic professional and civil service employees regardless of FTE.

Is a candidate already working on campus but interviewing in a new unit eligible for a new hire sign-on incentive?

No. New hires, for the purposes of this policy, must be new to the university.

Do we post the sign-on incentive information in job postings? What wording should we use?

Please do not post the sign-on incentive information in job postings. The sign-on incentive option should be a tool used during the negotiation and offer process.