



**City of Hampton  
PERSONNEL ADMINISTRATIVE INSTRUCTION**

<b>DATE:</b> September 1, 2007	<b>CHAPTER:</b> 5	<b>PAI No.</b> 7
<b>REFERENCES:</b> Section XXIII, F	<b>SUBJECT:</b> Critical Skills Retention Incentive	
<p>I. <u>General:</u></p> <p>The purpose of the program is to provide a financial incentive to retain key employees who are eligible for retirement and possess a unique skill set, or whose abilities and contribution is critical to the goal of the department, division or City.</p>		
<p>II. <u>Eligibility:</u></p> <p>In order to be eligible for consideration for the Critical Skills Retention Incentive, an employee must meet the following criteria:</p> <ul style="list-style-type: none"> <li>A. Employed as a Permanent Full-Time employee</li> <li>B. Meet the criteria for full retirement as defined by the Virginia Retirement System (VRS)</li> <li>C. Create functional hardship on the department's or City's short term goals or ongoing responsibilities by immediately departing from the City's workforce</li> <li>D. Receiving pay that is at the maximum of the employee's salary range</li> </ul>		
<p>III. <u>Program Criteria:</u></p> <p>Participation in the Critical Skills Retention Incentive program must be authorized by the City Manager or designee, Director of Human Resources, and the appropriate Department Head. In order to provide continuity of City / departmental services, program participants are required to:</p> <ul style="list-style-type: none"> <li>A. Provide coaching and mentoring to transfer knowledge to other employees</li> <li>B. Document and /or revise processes for critical duties</li> <li>C. Assist with departmental succession planning tasks</li> </ul> <p>Program participants are required to maintain a 'Surpassed' or 'Exceeded' performance rating while participating in the program. Any employee who receives a serious disciplinary action will not be eligible to participate in the program.</p>		
<p>IV. <u>Incentive Level</u></p> <p>The incentive will be given at an increasing rate for a period of three (3) years. The incentive is paid in even increments each pay cycle. The incentive is five percent (5%) of base salary during the first year. An additional incentive of four percent (4%) is added during the second year. An additional incentive of three percent (3%) is added during the third year. Employees will continue to receive the three (3) incentives as long as they participate in the program.</p>		
Approved By:	Chapter No.	PAI No.
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Diane P. Bohlman, Director of Human Resources	Revision Date: February 1, 2009	