

NATIONAL INSTITUTES OF HEALTH

RECRUITMENT, RELOCATION OR RETENTION INCENTIVE TERMINATIONS

EMPLOYEE INFORMATION

Name (Last, First, Middle Initial)

Position Title

Pay Plan, Occupation Series, Grade/Step

Organizational Unit

Duty Station

Work Schedule

Full Time Part Time (Number of regularly scheduled hours per pay period _____)

REVIEW OF INCENTIVE

Type of Incentive

Recruitment Relocation Retention

This is a(n)

Individual Incentive Group Incentive

Effective Date of Incentive (mm/dd/yyyy) [This is the date of the original retention incentive]

Total Amount of Incentive

\$ _____

Percentage of Incentive's Rate of Basic Pay (Exact percentage required)

_____ %

Effective Date of Termination (mm/dd/yyyy)

TERMINATION CONDITIONS

Retention Incentives Only: The organization must reduce or terminate the amount/percentage of a retention incentive when conditions change such that the original determination to pay the incentive no longer applies, or when payment is no longer warranted given a change in labor market factors, an incentive is no longer required to retain the employee(s), or the need for the employee's service no longer justifies the incentive.

Basis for Termination of Recruitment, Relocation or Retention Incentive [check applicable reason(s)]:

- Employee demoted or separated for cause
- Employee's rating of record less than Fully Successful or equivalent
- Employee failed to fulfill the service agreement
- Employee left or is leaving the position held at the time the incentive was approved
- Management needs of the organization (reduction in force or insufficient funds)
- Retention incentive only – Need for the incentive is no longer required
- Relocation incentive only – Employee failed to maintain residency in the new geographic area for the duration of the service agreement

NOTICE: A DECISION TO TERMINATE A RECRUITMENT OR RELOCATION SERVICE AGREEMENT, OR A RETENTION INCENTIVE IS FINAL AND CANNOT BE GRIEVED OR APPEALED BY THE EMPLOYEE

Conditions under which the employee must repay the incentive.

If the employee voluntarily, or because of misconduct, fails to complete the period of service in the position for which the incentive is being received, the employee will refund a pro-rated amount of the incentive received. The employee is entitled only to payments that have already been received up to the amount attributable to completed service.

Conditions, if any, under which the organization will remit an additional incentive payment, if necessary, for partially completed service if the service agreement is terminated.

If employee's service agreement is terminated based on management needs prior to the service period completion date, the employee is entitled to all incentive payments already received and any additional payments, if necessary, to provide payment in the amount attributable to completed service.

CERTIFICATION

I have read and understand the information on this form. I acknowledge that under certain circumstances I may be required to reimburse amounts attributable to the incentive. I further understand that I am not entitled to grieve or appeal this termination decision.

Employee Signature <input type="text"/>		Date (mm/dd/yyyy)
Administrative Officer Signature <input type="text"/>		Date (mm/dd/yyyy)
Approving Official Signature <input type="text"/>		Date (mm/dd/yyyy)