

IHS RECRUITMENT, RETENTION, AND RELOCATION INCENTIVES

Candidate's/Employee's Name

Proposed Effective Date

1. Justification Memorandum (one page)

- ☐ Type of incentive proposed
- ☐ Request basis: Employee's high or unique qualifications and/or special need for services
- ☐ Statement and details that the position is difficult to fill, or for a retention, the employee is likely to leave, in the absence of the incentive. For direct hire positions, no "difficult to fill" details are required.
- ☐ Brief description of position and criticality to IHS mission
- ☐ Short summary of individual's qualifications
- ☐ For retention – history of any incentives received at IHS
- ☐ For relocation – verification that worksite is at least 50 miles from previous worksite
- ☐ Salary survey data comparison
- ☐ Supervisor's signature

2. IHS 3Rs Authorization Form

- ☐ Fully completed and all signatures obtained before effective date
- ☐ Correct recommendation and approval officials:
 - Recommending official: supervisor
 - HR Officer is the HR Regional Director, or can be delegated to Area HR Director
 - Auth. Agency Official: 1. Area Director for 3Rs ≤25% salary, or
2. Chief Medical Officer, IHS for 3Rs > 25% for Nurses and CLSs, or
3. Dep Dir for Mgmt Operations, IHS for 3Rs>25% for CEOs and engineers

3. IHS 3Rs Service Agreement

- ☐ Not req'd for retention incs ≤25% paid *biweekly*, but required for **all** retention incentives >25% and all rec/relo incs
- ☐ Describe all conditions under which an employee must repay for breaking service agreement
- ☐ All signatures must be before effective date
- ☐ Area Director should sign as authorized official

4. Continuation, Reduction, Termination of Retention Incentive Form – compltd & signatures before eff date

5. Position Description and signed OF-8 coversheet

6. Salary Survey documentation – use [IHS salary survey summary for common occupations](#) if possible