

**Recruitment and Retention Initiative
New Hire Bonus Scheme
Information for Candidates**

Extract taken from the Trust's Recruitment and Retention Incentives SOP, dated June 2022.

10	NEW HIRE BONUS SCHEME
10.1	<p>Purpose</p> <p>This scheme provides for a monetary payment to a successful candidate where the requirements of the scheme are fulfilled. The payment is made in two instalments over a period of time. The scheme also provides for repayment of the bonus in part if the candidate leaves the Trust's employment within the identified period of time.</p>
10.2	<p>Scope</p> <p>The scheme applies to employees appointed to roles in an area approved via this process and whereby the new hire bonus has been stated as part of the advert at the time of recruitment. The new hire bonus can only be applied to permanent posts, full and part time. The new hire bonus will be adjusted on a pro-rata basis for part time staff.</p> <p>The following terms and conditions apply to the New Hire Bonus and will form part of the contract of employment when the candidate commences with the Trust.</p>
10.3	<p>Terms of the New Hire Bonus Scheme</p> <p>The new hire bonus applies to vacancies in an area which have been identified through this approval process.</p> <p>This new hire bonus scheme does not apply to:</p> <ul style="list-style-type: none"> • Any previous employee, including those who have retired and returned (please note that students previously employed on a fixed term contract to undertake their training will be eligible for the new hire bonus when applying for a permanent newly qualified role). • Those who currently work within CCS as bank workers. • Those staff who are transferring under TUPE legislation. • Those staff that are currently working with in CCS and are internally transferring to another role. • Agency temps, contractors or consultants working at the Trust at the time a vacancy is advertised. • Student placements, training rotations or other temporary/bank appointments.

	<p>The new hire bonus will be made in two instalments.</p> <p>The first instalment is paid once the candidate commences employment with the Trust and should be made to the candidate in their first salary following appointment. The new hire bonus payments are non-pensionable and are subject to the normal deductions of Tax and National Insurance contributions.</p> <p>The amount of payment will be pro rata based on the number of hours worked.</p>
	<p>The amount of the new hire bonus will be determined by the Trust and is currently set at £1,500 (based on full time hours).</p> <p>The instalments will be as follows:</p> <p style="padding-left: 40px;">First - £500 paid in first month Second - £1,000 paid after 12 months</p> <p>If a candidate is appointed under the terms of this scheme then the Recruiting Manager needs to complete the form in appendix three for payments under this scheme to be made. Once the form has been completed and submitted to the Recruitment Team (scan an electronic copy directly to the Recruitment Team at ccs.generalrecruitment@nhs.net), the Recruiting Manager will receive notification from the Recruitment Team when the first payment can be made, this will be once the candidate has commenced employment with the Trust. The Recruiting Manager will submit the necessary P3 form to Payroll to instruct payment.</p>
	<p>Should a member of staff who has received the new hire bonus choose to leave CCS during the first eighteen months of employment, they will be subject to the following repayment arrangements:</p> <p>If the member of staff resigns in the period 0-11 months after commencement of employment, they will be required to reimburse their First instalment and no further instalments will be paid even if the notice period takes employment over the payment of the Second instalment.</p> <p>If the member of staff resigns in the period 12-18 month period after commencement of employment, they will be required to reimburse their Second Instalment only.</p> <p>Repayments will be detailed on the employee's P4 leaver form and will be taken at source from their final salary payment.</p> <p>Repayment will be required whatever the reason for leaving, although the Service Director can apply discretion dependent on the circumstances of the individual case, to waive repayment. Please use the extenuating circumstances form within appendix four in these circumstances.</p>



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	<p>If the member of staff leaves the role the new hire bonus relates to but remains within the Trust's employment they will not be liable to reimburse the Trust for the instalments paid. However if the staff member transfers to their new role before all instalments have been paid within the new hire bonus period, these will not be paid. To be in receipt of the new hire bonus instalments you must be working in the role that the incentive has been awarded to.</p>
	<p>This is a discretionary scheme the rules of which may be changed or withdrawn at any time.</p>