

Recruitment & Retention Bonus Report
Employee Benefits Programs Committee
September 25, 2012

Human Resource Management Services
Office of Management & Budget

NDCC 54-06-31 provides authority for agencies to use Recruiting and Retention Bonuses to maintain levels of staffing.

This section was originally enacted in 1999 with a provision to 'sunset' in 2003. Subsequent legislation enacted in 2003 removed the sunset provision allowing bonuses to become an ongoing tool for use by agency management. While bonuses cannot replace a sound base pay plan, agencies continue to use bonuses conservatively and effectively to recruit and maintain their workforce.

The statute is shown below followed by a summary of bonuses provided since the law went into effect. Following pages show additional detail regarding bonuses in FY 2011-12.

54-06-31. State employee recruitment and retention bonus programs - Criteria - Limitations. *State agencies may develop programs to provide bonuses to recruit or retain employees in hard-to-fill occupations.*

1. *State agencies may pay recruitment and retention bonuses under this section only if:
 - a. *The agency has a written policy in place identifying eligible positions or occupations and provisions for providing and receiving bonuses;*
 - b. *The agency has filed a copy of the written policy with the North Dakota human resource management services; and*
 - c. *The agency reports to the North Dakota human resource management services each bonus provided to an employee under the program.**
2. *State agencies must fund bonus programs from within the agency salaries and wages budget.*
3. *The North Dakota human resource management services shall periodically report to a legislative committee designated by the legislative council on the implementation, progress, and bonuses provided under agency recruitment and retention bonus programs.*
4. *Bonuses paid under this section are not fiscal irregularities under section 54-14-03.1.*

Recruitment & Retention Bonus Report Summary

Agency	July 1, 1999 to June 30, 2001				July 1, 2001 to June 30, 2003			
	Recruitment		Retention		Recruitment		Retention	
	#	\$	#	\$	#	\$	#	\$
Information Tech. Div.					9	\$ 21,000.00		
Human Services			9	\$ 20,000.00	8	\$ 9,251.50	3	\$ 9,000.00
Bank of ND					1	\$ 2,808.00	14	\$ 30,353.00
Highway Patrol					10	\$ 3,500.00		
Corrections & Rehab					8	\$ 7,575.00		
Transportation	11	\$ 40,575.00			53	\$ 222,121.50		
Totals	11	\$ 40,575.00	9	\$ 20,000.00	89	\$ 266,256.00	17	\$ 39,353.00

Agency	July 1, 2003 to June 30, 2005				July 1, 2005 to June 30, 2007			
	Recruitment		Retention		Recruitment		Retention	
	#	\$	#	\$	#	\$	#	\$
Information Tech. Div.	10	\$ 15,550.00			13	\$ 17,900.00		
Veterans Home	1	\$ 4,000.00						
Human Services	47	\$ 22,365.50	4	\$ 10,800.00	204	\$ 64,556.00	5	\$ 14,089.00
Job Service ND	1	\$ 2,000.00						
Mineral Resources			20	\$ 20,000.00			43	\$ 35,925.00
Bank of ND	2	\$ 2,404.00	20	\$ 41,400.34	6	\$ 8,408.00	30	\$ 66,699.00
Highway Patrol	5	\$ 2,250.00			6	\$ 3,500.00		
Corrections & Rehab	6	\$ 4,225.00			4	\$ 2,125.00		
Transportation	77	\$ 222,778.00			69	\$ 165,519.00		
Totals	149	\$ 275,572.50	44	\$ 72,200.34	302	\$ 262,008.00	78	\$ 116,713.00

Agency	July 1, 2007 to June 30, 2009				July 1, 2009 to June 30, 2011			
	Recruitment		Retention		Recruitment	Referral *		
	#	\$	#	\$	#	\$	#	\$
Information Tech. Div.	15	\$ 41,500.00	1	\$ 2,000.00	5	\$ 7,500.00		
State Auditor			20	\$ 43,500.00				36 \$ 89,000.00
Indigent Defense	2	\$ 3,400.00	2	\$ 4,000.00				5 \$ 8,000.00
Human Services	382	\$ 180,601.61	10	\$ 100,327.00	209	\$ 180,732.00	43	\$ 9,078.00
Mineral Resources	2	\$ 4,800.00	124	\$ 404,375.00	3	\$ 5,000.00		135 \$ 549,150.00
Bank of ND	1	\$ 2,500.00	30	\$ 123,411.13	4	\$ 8,627.00		14 \$ 56,211.00
Highway Patrol	1	\$ 500.00			4	\$ 2,000.00	2	\$ 500.00
Corrections & Rehab	18	\$ 6,880.00			1	\$ 1,550.00		
State Fair Assoc.								1 \$ 6,115.00
Transportation	79	\$ 298,608.75	82	\$ 181,378.75	51	\$ 132,362.00		181 \$ 757,280.00
Totals	500	\$ 538,790.36	269	\$ 858,991.88	277	\$ 337,771.00	45	\$ 9,578.00

* Code for 'Referral' separated from Recruitment in August 2010.

Agency	July 1, 2011 to June 30, 2012 (Fiscal Year)					
	Recruitment		Referral		Retention	
	#	\$	#	\$	#	\$
Information Tech. Div.	11	\$ 15,000.00				
State Auditor					7	\$ 15,000.00
RIO	1	\$ 5,000.00				
Human Services	46	\$ 43,276.50			10	\$ 52,723.00
Mineral Resources	2	\$ 6,700.00				
Bank of ND	2	\$ 5,958.33			3	\$ 13,266.76
Transportation	26	\$ 101,647.75				
Totals	88	\$ 177,582.58	-	\$ -	20	\$ 80,989.76

For Detail:

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Recruitment FY11-12

Unit	Descr	# Employees	Pay Period End	Job Code	Descr	Grade	Oth Earns
11200	Information Technology Dept		8/31/2011	CL0124	INFO TECH PROG ADMIN II	O	1500.00
11200	Information Technology Dept		9/30/2011	CL0143	PROGRAMMER ANALYST III	M	1000.00
11200	Information Technology Dept		10/31/2011	CL0185	MGR, NETWORK BUS CONSULTING	P	1500.00
11200	Information Technology Dept		10/31/2011	CL0893	PROJECT MANAGER III	O	1500.00
11200	Information Technology Dept		1/31/2012	CL0144	SR PROGRAMMER ANALYST	N	1500.00
11200	Information Technology Dept		1/31/2012	CL0124	INFO TECH PROG ADMIN II	O	1500.00
11200	Information Technology Dept		2/29/2012	CL0163	SYSTEMS ADMINISTRATOR III	N	1500.00
11200	Information Technology Dept		2/29/2012	CL0161	SYSTEMS ADMINISTRATOR I	K	1500.00
11200	Information Technology Dept		3/30/2012	CL0185	MGR, NETWORK BUS CONSULTING	P	1500.00
11200	Information Technology Dept		3/31/2012	CL0143	PROGRAMMER ANALYST III	M	1000.00
11200	Information Technology Dept		5/31/2012	CL0170	TELECOMM ANALYST III	M	1000.00
11200	Count	11					15,000.00
19000	State Retir & Invest Office		1/31/2012	NC9003	DEPUTY - NOT CLASSIFIED	099	5,000.00
19000	Count	1					5,000.00
32500	Human Services		8/30/2011	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		8/30/2011	CL0911	ADMIN OFR I	I	250.00
32500	Human Services		8/30/2011	NC9035	TEMP-NOT CLS-PARAPROF	099	250.00
32500	Human Services		8/31/2011	CL3062	REGISTERED NURSE II	L	1,913.50
32500	Human Services		8/31/2011	CL4192	DIRECT CARE ASSOCIATE III	F	400.00
32500	Human Services		8/31/2011	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		8/31/2011	CL4192	DIRECT CARE ASSOCIATE III	F	500.00
32500	Human Services		8/31/2011	CL4192	DIRECT CARE ASSOCIATE III	F	350.00
32500	Human Services		8/31/2011	CL4191	DIRECT CARE ASSOCIATE II	E	600.00
32500	Human Services		8/31/2011	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		8/31/2011	CL3062	REGISTERED NURSE II	L	1,796.50
32500	Human Services		9/30/2011	CL4191	DIRECT CARE ASSOCIATE II	E	500.00
32500	Human Services		10/31/2011	CL3261	PHARMACIST I	Q	7,283.00
32500	Human Services		10/31/2011	CL4216	ADVANCED CLINICAL SPEC	N	4,000.00
32500	Human Services		10/31/2011	CL3051	LICENSED PRACTICAL NURSE I	H	1,753.50
32500	Human Services		10/31/2011	CL4191	DIRECT CARE ASSOCIATE II	E	400.00
32500	Human Services		10/31/2011	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		11/29/2011	CL4134	ADDICTION COUNSELOR III	M	5,040.00
32500	Human Services		11/30/2011	CL7011	CUSTODIAN, INSTITUTIONS	C	400.00
32500	Human Services		11/30/2011	CL4191	DIRECT CARE ASSOCIATE II	E	500.00
32500	Human Services		11/30/2011	CL3062	REGISTERED NURSE II	L	1,840.00
32500	Human Services		12/31/2011	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		12/31/2011	CL4190	DIRECT CARE ASSOCIATE I	D	400.00
32500	Human Services		1/31/2012	CL4192	DIRECT CARE ASSOCIATE III	F	550.00
32500	Human Services		1/31/2012	CL3062	REGISTERED NURSE II	L	1,796.50
32500	Human Services		1/31/2012	CL4191	DIRECT CARE ASSOCIATE II	E	400.00
32500	Human Services		2/29/2012	CL4191	DIRECT CARE ASSOCIATE II	E	800.00
32500	Human Services		2/29/2012	CL4101	BEHAVIORAL HEALTH TECH I	E	400.00
32500	Human Services		2/29/2012	CL4191	DIRECT CARE ASSOCIATE II	E	500.00
32500	Human Services		2/29/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		3/31/2012	CL4191	DIRECT CARE ASSOCIATE II	E	1,000.00
32500	Human Services		3/31/2012	CL3051	LICENSED PRACTICAL NURSE I	H	1,450.00
32500	Human Services		3/31/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		3/31/2012	CL3051	LICENSED PRACTICAL NURSE I	H	1,753.50
32500	Human Services		3/31/2012	CL4191	DIRECT CARE ASSOCIATE II	E	400.00
32500	Human Services		3/31/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		4/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	500.00
32500	Human Services		4/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		4/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		5/31/2012	CL4191	DIRECT CARE ASSOCIATE II	E	500.00
32500	Human Services		6/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	500.00
32500	Human Services		6/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		6/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	600.00
32500	Human Services		6/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	550.00
32500	Human Services		6/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	250.00
32500	Human Services		6/30/2012	CL4191	DIRECT CARE ASSOCIATE II	E	400.00
32500	Count	46					43,276.50
40500	Industrial Commission		10/30/2011	CL0223	ACCOUNT/BUDGET SPEC III	L	4,700.00
40500	Industrial Commission		12/31/2011	NC9022	OTHER-NOT CLS-PROF	099	2,000.00

Unit	Descr	# Employees	Pay Period End	Job Code	Descr	Grade	Oth Earnings
40500	Count	2					6,700.00
47100	Bank of North Dakota		8/31/2011	CL0197	INFO SYS SECURITY OFCR	N	3,250.00
47100	Bank of North Dakota		3/31/2012	CL0152	DATA PROC COORD II	I	2,708.33
47100	Count	2					5,958.33
80100	Department of Transportation		7/31/2011	CL2002	ENGINEERING TECH II	G	3,127.50
80100	Department of Transportation		7/31/2011	CL2002	ENGINEERING TECH II	G	3,127.50
80100	Department of Transportation		8/31/2011	CL8432	TRANSPORTATION TECHNICIAN II	G	2,217.00
80100	Department of Transportation		11/30/2011	CL2003	ENGINEERING TECH III	H	3,476.25
80100	Department of Transportation		12/31/2011	CL8432	TRANSPORTATION TECHNICIAN II	G	2,169.00
80100	Department of Transportation		12/31/2011	CL8432	TRANSPORTATION TECHNICIAN II	G	2,169.00
80100	Department of Transportation		1/31/2012	CL8431	TRANSPORTATION TECHNICIAN I	E	4,770.00
80100	Department of Transportation		1/31/2012	CL8431	TRANSPORTATION TECHNICIAN I	E	4,600.00
80100	Department of Transportation		1/31/2012	CL8431	TRANSPORTATION TECHNICIAN I	E	4,600.00
80100	Department of Transportation		2/29/2012	CL5241	DRIVERS LICENSE EXMNR I	E	4,806.00
80100	Department of Transportation		2/29/2012	CL8432	TRANSPORTATION TECHNICIAN II	G	2,316.00
80100	Department of Transportation		2/29/2012	CL0632	STOREKEEPER II	H	2,376.00
80100	Department of Transportation		2/29/2012	CL5241	DRIVERS LICENSE EXMNR I	E	4,904.00
80100	Department of Transportation		2/29/2012	CL8432	TRANSPORTATION TECHNICIAN II	G	2,316.00
80100	Department of Transportation		3/30/2012	CL8431	TRANSPORTATION TECHNICIAN I	E	4,694.00
80100	Department of Transportation		3/31/2012	CL8432	TRANSPORTATION TECHNICIAN II	G	2,169.00
80100	Department of Transportation		3/31/2012	CL8432	TRANSPORTATION TECHNICIAN II	G	2,169.00
80100	Department of Transportation		4/29/2012	CL8431	TRANSPORTATION TECHNICIAN I	E	4,470.00
80100	Department of Transportation		4/30/2012	CL5241	DRIVERS LICENSE EXMNR I	E	4,904.00
80100	Department of Transportation		4/30/2012	CL8321	FLEET & EQUIP TECH I	G	5,816.00
80100	Department of Transportation		5/31/2012	CL5241	DRIVERS LICENSE EXMNR I	E	4,414.00
80100	Department of Transportation		5/31/2012	CL2002	ENGINEERING TECH II	G	2,985.00
80100	Department of Transportation		5/31/2012	CL5241	DRIVERS LICENSE EXMNR I	E	4,708.00
80100	Department of Transportation		6/29/2012	CL5241	DRIVERS LICENSE EXMNR I	E	4,840.00
80100	Department of Transportation		6/30/2012	CL2002	ENGINEERING TECH II	G	6,512.50
80100	Department of Transportation		6/30/2012	CL2021	TRANSPORTATION ENGR I	J	6,992.00
80100	Count	26					101,647.75
Grand Count		68					177,582.58

Retention FY11-12

Unit	Descr	# Employees	Pay Period End	Job Code	Descr	Grade	Oth Earns
11700	State Auditor		6/29/2012	CL0241	AUDITOR I	J	2,000
11700	State Auditor		6/29/2012	CL0243	AUDITOR III	L	2,000
11700	State Auditor		6/29/2012	CL0244	AUDITOR IV	N	3,000
11700	State Auditor		6/29/2012	CL0242	AUDITOR II	K	2,000
11700	State Auditor		6/29/2012	CL0242	AUDITOR II	K	2,000
11700	State Auditor		6/29/2012	CL0245	AUDITOR V	P	2,000
11700	State Auditor		6/29/2012	CL0242	AUDITOR II	K	2,000
11700	Count	7					15,000.00
32500	Human Services		9/30/2011	CL4034	HEALTH/HUMAN SVC PRGM ADMIN IV	N	5,000.00
32500	Human Services		10/31/2011	CL0713	ATTORNEY III	Q	14,232.00
32500	Human Services		11/30/2011	CL4164	LICENSED PSYCHOLOGIST I	P	10,000.00
32500	Human Services		4/30/2012	CL3051	LICENSED PRACTICAL NURSE I	H	2,776.00
32500	Human Services		5/31/2012	CL8122	HEATING PLANT SUPV II	K	4,987.00
32500	Human Services		5/31/2012	CL8112	HEATING PLANT OPERATOR II	H	3,365.00
32500	Human Services		5/31/2012	CL8112	HEATING PLANT OPERATOR II	H	3,361.00
32500	Human Services		5/31/2012	CL8112	HEATING PLANT OPERATOR II	H	3,042.00
32500	Human Services		5/31/2012	NC9035	TEMP-NOT CLS-PARAPROF	099	2,980.00
32500	Human Services		5/31/2012	CL8112	HEATING PLANT OPERATOR II	H	2,980.00
32500	Count	10					52,723.00
47100	Bank of North Dakota		12/31/2011	CL0043	ADMIN ASSISTANT III	I	3,637.00
47100	Bank of North Dakota		5/15/2012	NC9022	OTHER-NOT CLS-PROF	099	6,431.76
47100	Bank of North Dakota		6/15/2012	CL0302	COLLECTIONS OFFICER II	H	3,198.00
47100	Count	3					13,266.76
Grand Count		20					80,989.76