

Employee Agreement to Repay Bonus

I agree I will repay the "Sign-On Bonus" or "Retention Bonus", in whole or part, if I terminate employment with The University of North Carolina at Chapel Hill (University) or transfer to another agency, either voluntarily or involuntarily, before the completion of one year (12 months) of consecutive service.* (Note that periods of unpaid leave do not count towards the one year of consecutive service.)

The repayment will be based on the following formula:

(1) Amount of Initial Sign-on/Retention Bonus Received/12 Months = prorated Monthly Amount

(2) Prorated Monthly amount x (12 Months – Months Worked) = Amount due

I understand I must be in an active pay status at the University in the same school/division and in the same occupational area for 12 months to be eligible for the final installment of any bonus payment. I understand that if I move to another school/unit or to another occupational group before completion of 12 months of service, I will forfeit any remaining unpaid installment of the bonus.

I also understand I will not be eligible for the final installment if:

- My overall performance rating at any time is not at a minimum of "Meets Expectations" or there are documented disciplinary actions for misconduct or performance;
- I transfer to another university/agency or another school/division at the University before the completion of the defined 12 consecutive months; or
- My employment terminates, either voluntarily or involuntarily, before the completion of 12 months of consecutive service.

In cases of repayment, I understand the amount due will be deducted in full from my final paycheck if I am a wage-hour non-exempt employee. If the amount to be deducted exceeds allowable deductions from the final paycheck, I understand that the remaining balance must be paid in full to the University within 60 days from the last date of employment. If I am a wage-hour exempt employee, I understand that no repayment will be deducted from my final paycheck and the amount due must be paid in full to the University within 60 days from the last date of employment.

***An employee is not subject to repayment requirements if the transfer or termination of employment is due to any of the following:**

- Death or severe illness requiring hospitalization of the employee or the employee's parent, spouse, sibling, or child;
- Employee was unable to perform all of the position's essential duties because of a medical condition; or
- A reduction in force.

Employee Signature: _____

Date: _____