



BOISE STATE UNIVERSITY

Date:

Name of Receiving Employee:

Job Title:

Department:

Retention Bonus

We value you as an employee! Thank you for your continuous efforts at Boise State University. Our goal is to retain you as a long-term Boise State employee and reward your efforts by offering you a retention bonus.

By accepting this bonus, you agree to continue employment with Boise State for a minimum of six months from the date of receipt of such bonus. If you voluntarily leave Boise State within six months of the date of receipt of the retention bonus, you agree to pay to the Department/Division a sum equal to the full amount of the bonus (including any tax implications).

Boise State University is authorized by law to pursue legal remedies to recoup all or part of the retention bonus in the event you resign prior to your agreed-upon date. Remedies may include deducting the bonus amount from your accrued vacation funds. Should the vacation balance be inadequate, the outstanding payment obligation must be paid in full on the date of your voluntary separation from Boise State by payroll deduction from your final check, cashier's check, personal check or cash.

Retention Bonus Amount:

Retention Bonus Start Date:

Retention Bonus End Date:

Employee Signature:

Supervisor Signature: