

Phillips County Workforce Recruitment Incentive Program

Requirements & Qualifications



1. **FULL-TIME** positions with minimum wage of \$15.50, or salary of \$32,500/year required.
 - If wage/salary does not meet the said requirements, the company will have the opportunity to increase it for qualified employees. The wage/salary increase to meet minimum wage requirements need not be company-wide, but it is **highly** recommended.
 - Positions will be exempt from the wage requirement if deemed a critical or hard to fill position by the board or deemed conditionally by the board. Market research will be used to make this determination.
2. **Business must be located in Phillips County**
 - Potential employees must establish residence in Phillips County within 3 months of accepting an approved, incentivized position.
 - Funds will only be issued to employers for distribution once proof of residency is provided to PCED.
3. **General Application Rules:**
 - Businesses may not apply for more than one (1) position in a six-month period.
 - Businesses may apply for a second position six months AFTER having applied for, and being awarded, incentive dollars.
 - Businesses may not apply for more than two (2) positions in a 1-year period.
4. The business is the **PRIMARY RECRUITER** for all positions awarded a recruitment incentive.
 - All positions to be considered will need to be posted on Connect NWK
 - connectnwk.org
 - All positions to be considered will need to be posted on the Phillips County Jobs webpage.
 - www.phillipscountyks.org/jobs
5. Incentives awarded will require a **signed, binding Agreement** between the business and the new employee.
 - The Agreement should include that each candidate must establish residency in Phillips County within 3 months of accepting an approved, incentivized position.
 - The Agreement must include a release to be signed by the employee, stating they give the employer permission to release their pay stubs to PCED as proof of legitimate payment.
 - The Agreement should include an award timeline, created by the employer.
 - The business will be responsible for providing the signed agreement and recruitment incentive to the employee while following all local, state, and federal laws.
6. Incentives awarded will require a **signed, binding Agreement** between the business and PCED.
 - The Agreement should clearly outline requirements for repayment of the incentive by the business if that employee leaves the business within a specified timeframe set forth by the Incentive Board
 - The Agreement must include a release to be signed by the employee, stating they give the employer permission to release their pay stubs to PCED as proof of legitimate payment.
 - The Agreement should include an award timeline, created by the employer.
 - The business will be responsible for providing the signed Agreement and recruitment incentive to the employee while following all local, state, and federal laws.
 - Employer will be responsible for providing quarterly updates to PCED, as laid out in the Quarterly Report Agreement.

***All program awards are subject to the availability of funds.*

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7. Employer must provide additional benefits in the equivalent form of forty (40) full-time hours over the course of a 1-year period, in the form of an expense.
 - By providing additional benefits in this way, the employer is providing their own financial commitment to this program and their employee(s).
 - The additional benefits must be equal to the *GROSS* pay, not *NET* pay, that would be received by an employee for forty (40) hours of work.
 - i.e., cash, healthcare benefits, paid time off, sick time, equipment reimbursement, etc.
 - **EXAMPLE:** \$15.50/hour * 40 hours = \$620.00 worth of benefits to distribute over a one-year period.
8. Employer may reserve the right to withhold all incentives, including their additional benefit contributions, until the conditions of their award timeline have been met, but must begin distributing by the six (6) months mark. If they choose to do so, it must be stated on the award timeline.
9. The dollar amount of incentive awarded will correlate to the salary range/hourly wage range.
 - \$32,500- \$36,000, or \$15.50-\$17.29/hour: \$ \$5,000
 - \$37,000-\$40,000, or \$17.30-19.70/hour: \$ \$5,250
 - \$41,000-\$44,000, or \$19.71-\$21.62/hour: \$5,500
 - Above \$45,000 or \$21.63/hour: \$6,000
10. Consideration for the incentive dollars may also be determined by the following:
 - Education Requirements
 - Years of Experience Requirements
 - Supervisory Role
 - "Critical Role" status
 - Recruiting Efforts by the business/employer
11. All incentives will be distributed as reimbursements provided that the following has been completed:
 - Signed Employer-Employee Agreement containing all required information.
 - Signed Business-Board Agreement containing all required information.
 - The employer provides proof of financial commitment.
12. Funds cannot be used for current employees. They must be used for NEW employees only.
13. Applications & Award Timelines may be submitted prior to hiring for board approval. This allows employers to advertise the awarded incentive. Contracts and other paperwork are to be submitted upon hiring.

To apply for the Workforce Recruitment Incentive Program:

Submit your application to:

Phillips County Economic Development Office
205 F Street
Suite 205
Phillipsburg, KS 67661

All questions can be directed to the Phillips County Economic Development office. (785) 543-5809

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