# Phillips County Workforce Recruitment Incentive Program

## **Requirements & Qualifications**



### 1. INCENTIVE AWARD:

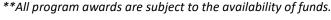
- a) Three (3) incentives in the amount of \$10,000 will be available every six (6) months, totaling six (6) incentives each year for the recruitment and relocation of employees to Phillips County.
- b) Each approved position is eligible for a flat \$10,000 recruitment incentive.
- c) It is **highly** recommended that at least 50% of the \$10,000 incentive be used to support the new employee's relocation to Phillips County from outside of the 26-County Dane G. Hansen Foundation Region.

### 2. ELIGIBILITY CITERIA:

- a) Full-Time positions with a minimum wage of \$15.50, or salary of \$32,500/year required.
  - Incentives are for new hires only (current employees or re-hired employees do not qualify)
     (Positions below this threshold may still qualify if the business agrees to raise wages for the hired individual.)
  - Wage requirements may be waived for critical or hard-to-fill roles, as determined by the board using market research.
- b) Business Location:
  - Business must be in Phillips County
- c) Residency Requirement:
  - Hired employees must establish residency in Phillips County within 3 months of accepting the position.
  - Hired employees must relocate from outside of the 26-county Dane G. Hansen Foundation region.
  - Employers must submit proof of residency before receiving incentive funds.
- d) To be considered, all job positions must be posted on:
  - Connect NWK (https://connectnwk.org)
  - Phillips County Jobs Board (https://phillipscountyks.org/jobs)
- e) 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

### 3. GENERAL APPLICATION RULES:

- a) A business may apply for one position every six months and up to two positions per calendar year.
- b) Employers may apply and receive pre-approval prior to hiring to advertise the incentive by submitting the *WFRIP Application and Award Timeline*.





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### 4. AGREEMENTS REQUIRED:

- a) Incentives awarded will require signed, binding agreements:
  - Between Employer & Employee and must include:
    - Confirmation of the 3-month residency requirement.
    - Signed release allowing the employer to share pay stubs with PCED.
    - A clear incentive payment timeline.
      - The employer is responsible for delivering the incentive and following all legal requirements.
  - Between Employer & PCED and must include:
    - Terms for repayment if the employee leaves within a board-defined timeframe.
    - Employee's signed release for pay stub verification.
    - Incentive distribution timeline and reporting schedule.
      - Employers must submit quarterly reports to PCED.

All agreements are to be submitted upon hiring.

### 5. EMPLOYER FINANCIAL COMMITMENT:

- a) Employers must provide additional benefits equal to 40 hours of gross pay, based on the position's wage. Example:  $$15.50/hour \times 40 = $620$  in additional benefits, such as:
  - Paid time off
  - Health benefits
  - Cash bonuses
  - Equipment reimbursement

These benefits can be withheld until employer's conditions are met but must begin by the 6-month mark, and be fully distributed by the end of the 1-year contract time if stated in the award timeline.

- 6. Incentives are reimbursements issued to the employer for dispersal after the following are submitted:
  - a) Signed Employer-Employee Agreement
  - b) Signed Employer-PCED Agreement
  - c) Signed Pay Slip Release Form and Quarterly Report Agreement
  - d) Proof of the employer's additional benefit commitment
  - e) Documentation verifying eligible relocation and new residency in Phillips County

## 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

