

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 CRITERIA:

- 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*.

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

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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 × 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

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