



UNIVERSITY OF ILLINOIS SYSTEM

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New Hire Sign-on Incentive Program System Office Guidelines Effective 8/16/23

System Office units may participate in the New Hire Sign-On Incentive Program by following these guidelines. Exceptions to these guidelines must be approved by System HR and the respective Vice President or the President.

- At the time of requesting to fill a position, the hiring unit must notify System HR of intent to offer a sign-on incentive on the Search/Promotion Request Form.
- The sign-on incentive amount cannot exceed 5% - 8% of the salary offer, with a maximum cap at \$10,000. Exceptions may be requested for situations, such as extremely competitive positions, unique candidate circumstances, etc.
- The sign-on incentive request will be approved via the Hiring Exception Approval form. Each Vice President or the President, or their designee, will approve for their respective units. DPI will be approved by the EVPAA and CFO. System HR will approve for all units.
- Positions must meet at least one of the following criteria to be eligible for a sign-on incentive:
 - Position has been a failed search within the last 12 months; or,
 - Position has historically been exceptionally hard to fill yielding a small pool of candidates (e.g. 10 or less candidates); or,
 - Position is new and unique for the system office; or,
 - Position is in a highly competitive market.
- Funding the sign-on incentive is the responsibility of the hiring unit.
- Offer letters that include a sign-on incentive must have the following language:
In accordance with applicable University policies, you will receive a one-time sign-on incentive of \$X. It is anticipated this payment will be processed within the first 60 days of your employment. This incentive compensation is taxable income and is subject to appropriate withholding. Reimbursement of the sign-on incentive may be required if your employment is terminated, involuntarily or voluntarily, within the first 12 months.

Program guidelines are subject to change at the discretion of System Office leadership.