

Hawkeye Area Community Action Program, Inc.	Policy # 319
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	Effective: October 20, 2021
Retention Incentive for HACAP Team Members	
APPROVED BY: HACAP Board of Directors	Revised: April 27, 2023

Policy Statement

Effective the first pay period in October 2021, HACAP will give a one-time retention incentive in the amount of \$1200 to full status employees and intermittent employees who have a routine job assignment.

Employees who are in their initial hire probationary period will receive the one-time retention incentive on the first payroll immediately following the successful completion of their probationary period.

Any employee who submits their resignation or is terminated prior to the disbursement of their one-time incentive will not receive it.

This one-time retention incentive will be made available to employees hired through December 31, 2023.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.