

Market Premium Procedure for Recruitment and Retention of Staff



Appendix 4 – One off lump sum payment on appointment form

If you require this form in another format please go the end of this document for details.

ONE OFF LUMP SUM PAYMENT ON APPOINTMENT TO THE ROLE OF

UNDERTAKING TO REMAIN IN POST DURING THE PERIOD OF THE SCHEME OR TO REPAY MONIES IN THE EVENT OF DISMISSAL OR VOLUNTARY EARLY TERMINATION OF EMPLOYMENT.

Agreement between KENT COUNTY COUNCIL (the "Council", and)
(“the employee”)

Undertaking by the Council

1. The Council has determined that the employee is entitled to the benefit of the Market Premium Payment Scheme.
2. The employee commenced employment as
3. The Council agrees to pay the employee a one off lump sum of £.....
4. Payments under this scheme will be paid as a bonus and not form part of the employee's salary. Payments will be subject to statutory deductions but not to pension contributions. (where the employee is a member of the LGPS, TPS or NHS Pension Scheme).

Undertaking by the employee.

1. The employee agrees and confirms that the above payment is by way of an incentive to ensure the employee is retained by the Council for a period of least 2 years as a
2. The employee agrees that in the event of receiving a lump sum on appointment, if the employee voluntarily leaves the Council's employment, or is dismissed, within 2 years of the commencement date of the employment as a the employee will repay monies paid in accordance with the scheme in the following way;
 - Leaving date up to 12 months of commencement of employment within the above role, a sum equivalent to 100% of all monies paid under this scheme.
 - Leaving date between 13 and 24 months of commencement of employment within the above role, a sum equivalent to 50% of all monies paid under the scheme.
 - Monies may be deducted from final salary or on an instalment basis if for example notice is given

3. It is agreed and accepted by the Council and the employee that in the event that the employee leaves the employment of the Council due to reasons of injury, illness, disability, redundancy or retirement the employee will not be required to repay any monies as set out in 2 above and the Council will have no recourse to claim back any monies paid to the employee under this scheme.

Signed:

Date

(The Employee)

Signed:

Date

(For and on behalf of the Employer)

Print Name:

(For and on behalf of the Employer)

Alternative Formats

This document is available in other formats. Call 03000 421553 or email alternativeformats@kent.gov.uk