



The Sign-on Bonus Program exists for current Bowman County businesses interested in offering sign-on bonuses. Businesses can apply for up to \$2,500 annually to award up to five bonuses of \$500 maximum per employee.

Overview:

- Business must be hiring for a position that is outlined in the attached sign-on bonus occupation list. If position is not listed, employer may request a review by BCDC's Board of Directors for approval of position to qualify for the program.
- Business must have a location in Bowman County.
- Employer will follow outlined qualifications for employee and certify use of funds.
- Employee cannot pair with other workforce programs.
- Application must be approved prior to hiring of new employee.

Employee Qualifications:

- Reside in Bowman County.
- Employed by a Bowman County business.
- Hired within 12 months of employer application for program.
- Employee must work 20+ hours a week.

Guidelines:

- Money will be disbursed as each individual reaches their six month mark. It is the responsibility of the employer to request these funds.
- Maximum award per business is \$2,500 annually. Maximum sign-on bonus is \$500 per employee.
- BCDC will have final authority to approve, disapprove, or make changes as necessary.
- BCDC reserves the right to request additional information as needed.
- Please consult your accountant on proper tax handling.
- Sign-on bonuses cannot go to immediate family members of the manager.
- Application will stay active for 12 months. Business must resubmit application annually in order to be eligible to receive funds.
- Employees are only eligible to receive funds from the Sign-On Bonus Program one time. If they have already previously received from one employer, they will be ineligible to receive from another employer.
- Employer will be required to have a job posting for hiring position on bowmannd.com.
- Employer will be required to notify BCDC of any filled positions on file within 30 days of new employee's start date in order to be eligible to receive approved funding.

Application Process:

- Employer completes Sign-on Bonus Program Application prior to hiring for open position.
- Employer posts open position on the online job board at bowmannd.com/job-board.
- Application approved by BCDC.
- Employer notifies BCDC of eligible employee who reached their six month mark and BCDC disburses funds to employer.
- Employer provides documentation to BCDC verifying bonus was awarded to employee.