



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 A6200 University Center
 Tallahassee, FL 32306-2410
 Phone: (850) 644-6034
 Fax: (850) 645-4670
 Email: hr@fsu.edu

Date

Address

Dear:

This letter will confirm the understanding between you and Florida State University on the terms of your sign-on employment bonus. The bonus shall be payable according to the following conditions:

- You are being offered employment as a _____ [job title] within the department of _____. This position has been designated as eligible for a sign-on bonus of \$_____.
- You have successfully completed all pre-employment requirements and will begin work on_____.
- Payment for the above amount will be made to you within the first 30 days of your employment.
- This payment represents compensation and, therefore, the University will withhold from the gross amount all taxes and other appropriate deductions that it would normally withhold from your earnings.
- It is expected that you will maintain satisfactory or above performance reviews and be responsible for meeting the following key objectives of this position.

- 1.
- 2.
- 3.

It is expected that you maintain your employment with the hiring department for no less than your contracted year in continuous pay status, beginning your initial date of employment. If you voluntarily terminate your employment with the department of _____ before 6 months, the full amount of this sign-on bonus will be returned to the University prior to termination date. Voluntary termination after 6 months and before 1 year of employment (one academic year for 9- and 10-month faculty) will require 50% to be returned to the University.

 Department Head

 Date

 Vice President

 Date

 Budget Authority/Contract & Grants

 Date

 Associate Vice President, Human Resources

 Date

Candidate to sign once required approval has been obtained, including appropriate Vice President and Chief Human Resource Officer.

 Signature acknowledges Employee's Acceptance Of the Above Terms and Conditions

 Date

 Employee ID