

# **Kings Community Action Organization**

## **Administrative Policy**

**AP 3233**

**Human Resources: Retention**

### **Retention Incentive**

**Purpose:** Provide a retention incentive to help retain employees during challenging times, resulting in lower turnover rates and longer placements.

**Policy:** A retention incentive may be enacted by the Board of Directors on an as-needed basis upon determination of a retention crisis. A retention crisis can occur when:

1. The KCAO turnover rate exceeds 15.0% over a 12-month period.
2. The turnaround time for recruiting new employees is, on average, longer than three months.
3. The number of vacant positions exceeds 50% of a 12-month average.

The Executive Director or designee will develop an individual Retention Incentive Plan (Plan) to enforce a fair and consistent application of this policy. Each individual Retention Incentive Plan must be approved by the Board of Directors.

Each individual Retention Incentive Plan must include the following:

1. A start and end date in which the Plan would occur.
2. The position(s) in which the Plan would apply.
3. The amount of the incentive.
4. The timeline in which the incentive would be paid to the retained employee, and the means by which it will be paid.

Adopted by Board of Directors: December 15, 2021