

Employee Signing Bonus – policy

Doyon, Limited (Doyon) recognizes the need to incentivize qualified candidates to accept employment with Doyon. In partnership with Human Resources, management will determine based on historical and current staffing patterns, which Regular, Full-time positions are deemed difficult to recruit and/or retain, and thus eligible for a signing bonus. Signing bonuses will be utilized for these positions when other recruitment methods have been deemed unsuccessful.

As a condition of receiving a signing bonus, the employee must maintain employment at Doyon, Limited for a minimum of twelve (12) months and sign a written signing bonus agreement. If the employee is unable to satisfy the twelve-month minimum requirement and is terminated before that point, the employee will be obligated to repay a pro-rated portion of the signing bonus, subject to State of Alaska, wage & hour requirements. If the employee fails to remain employed by Doyon for 12-months for reasons beyond his/her/their control (i.e. illness or death), or if the employee transfers to another Doyon entity, the signing bonus repayment obligation will be excused. The amount of the signing bonus will not exceed five (5) percent for grades 10-17 and ten (10) percent for grades 18 and above of the eligible employee's regular base salary amount. All signing bonuses must be approved by a Senior Vice President and Human Resources. Exceptions to this policy must be approved by the CEO/President. When approved, the signing bonus will be paid in one lump-sum payment on the next regularly scheduled pay date after employment begins. The signing bonus will be included on the employee's W-2 earnings statement, subject to applicable taxes and deductions.

Doyon reserves the right to change, add to, or terminate the Signing Bonus policy at any time, based on the changing needs of the company or in compliance with applicable law.