

Bonus Service Agreement

|  |  |  |  |
| --- | --- | --- | --- |
| Employee: |  | SSN: |  |
| Position: |  | Grade: |  |
| Duty Station: |  |
| Bureau: |  |
| Employment Term: |  |
| Bonus Type: | [ ] Recruitment [ ] Relocation  |
| Bonus Amount ($): |  | % Of Salary: |  |

In return for the payment of the bonus specified above, I agree to accept the position and the terms of employment specified below.

1. I understand that if the performance of my duties in this position is rated less than fully satisfactory during this period, my employment may be terminated and I shall be indebted to the Department of Commerce for a pro rata share of the bonus for the remaining portion of this service agreement. Such repayment amount will be calculated by dividing the total amount of the bonus by the entire service period (expressed in months). The repayment amount will be this result multiplied by the remaining full months of the service agreement.
2. I understand that if my employment is terminated during the specified period for conduct unbecoming a Federal employee (action taken under 5 C.F.R. 752), I will be obliged to repay a pro rata share of the bonus.
3. I understand that if I accept employment with another organization, including one elsewhere in the Department of Commerce or in another agency of the Federal government, I am obliged to ready a pro rata share amount of this bonus.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Signature: |  | Date: |  |
| Manager’s Signature: |  | Date: |  |
| Second Level Manager’s Signature: |  | Date: |  |

A copy of this agreement must be sent to the servicing human resources management office for inclusion in the Official Personnel Folder.