

RETENTION INCENTIVE CONDITIONS

You have been nominated for a Retention Allowance in the California National Guard technician program. Here are a few facts about Retention Incentive that you need to know:

1. The California National Guard may continue payment of a Retention Incentive as long as the conditions giving rise to the original determination to pay the allowance still exist.
2. Managers may reduce or terminate an incentive if, for example, a lesser amount would be sufficient to retain the employee, the agency no longer feels a Retention Incentive is warranted for the position, or for budget considerations.
3. Retention Incentive recipients are cautioned to not place themselves in financial jeopardy. Retention Incentive may and often will change due to the fluidity of labor markets, mission requirements, and budget considerations. Do not rely on an awarded Retention Incentive to pay for the necessities of life. No advance notice is required to be given to an employee when a Retention Incentive is being reduced or suspended. Retention Incentives cannot be appealed or grieved.
4. Supervisors will review at least annually the conditions warranting continuation of the Retention Incentive.
5. If the annual recertification is not received in the Directorate for Human Resources by the annual anniversary review date, the Retention Incentive will end.
6. The following situations exclude employees from consideration for or continuation of a Retention Incentive:
 - a. Disciplinary or Adverse actions (e.g. Letter of Reprimand, Suspension) anytime during the preceding 12 months or while receiving a Retention Incentive.
 - b. Projected separation due to loss of military membership or Mandatory Retirement Date (MRD) anytime within the next 12 months.
 - c. Technician appraisal system rating of "unsatisfactory."

I HAVE READ AND UNDERSTAND THESE CONDITIONS

SIGNATURE

DATE

TYPE/PRINT FULL NAME