

Phillips County Workforce Recruitment Incentive Program

Requirements & Qualifications



1. INCENTIVE AWARD:

- a) Each approved position is eligible for a flat \$10,000 recruitment incentive.
- b) It is **highly** recommended that at least 50% of the \$10,000 incentive be used to support the new employee's relocation to Phillips County from outside of the 26-County Dane G. Hansen Foundation Region.

2. ELIGIBILITY CRITERIA:

- a) *Full-Time* positions with a minimum wage of \$15.50, or salary of \$32,500/year required.
 - Incentives are for *new hires* only (current employees or re-hired employees do not qualify)
 - Wage requirements may be waived for critical or hard-to-fill roles, as determined by the board using market research.
 - *Positions below the required threshold may still qualify if the employer agrees to raise wages for the hired individual.*
- b) *Business Location:*
 - Business must be in Phillips County
- c) *Residency Requirement:*
 - Hired employees must establish residency in Phillips County within 3 months of accepting the position or must have relocated to Phillips County within 1 year prior to securing employment with an approved employer.
 - Hired employees must relocate from outside of the 26-county Dane G. Hansen Foundation region.
 - Applicants may be a *recent graduate from a college or trade school* who plan to return to Phillips County and reside there.
 - Employers must acquire and submit proof of residency before receiving incentive funds for distribution.
- d) To be considered, all job positions must be posted on:
 - Connect NWK (<https://connectnwk.org>)
 - Phillips County Jobs Board (<https://phillipscountyks.org/jobs>)
- e) Consideration for the incentive dollars may also be determined by the following:
 - Education Requirements
 - Years of Experience Requirements
 - Supervisory Role
 - "Critical Role" status
 - Recruiting Efforts by the business/employer

3. GENERAL APPLICATION RULES:

- a) Employers may apply and receive pre-approval prior to hiring to advertise the incentive by submitting the *WFRIP Application and Award Timeline*.
- b) A business may apply for multiple positions.
 - *If you plan to apply for multiple positions, you only need to submit ONE (1) "Business Information" Form.*
 - *Only asterisked information is required on the Application forms.*

****All program awards are subject to the availability of funds.**

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4. AGREEMENTS REQUIRED:

- a) Incentives awarded will require **signed, binding agreements**:
 - Between Employer & Employee and must include:
 - Confirmation of the 3-month residency requirement.
 - Signed release allowing the employer to share pay stubs with PCED.
 - A clear incentive payment timeline.
 - The employer is responsible for delivering the incentive and following all legal requirements.
 - Between Employer & PCED and must include:
 - Terms for repayment if the employee leaves within a board-defined timeframe.
 - Employee's signed release for pay stub verification.
 - Incentive distribution timeline and reporting schedule.
 - Employers must submit quarterly reports to PCED.

All agreements are to be submitted upon hiring.

5. EMPLOYER FINANCIAL COMMITMENT:

- a) Employers must provide additional benefits equal to 40 hours of gross pay, based on the position's wage.
Example: \$15.50/hour × 40 = \$620 in additional benefits, such as:
 - Paid time off
 - Health benefits
 - Cash bonuses
 - Equipment reimbursement*These benefits can be withheld until employer's conditions are met but must begin by the 6-month mark and be fully distributed by the end of the 1-year contract time if stated in the award timeline.*

6. Incentives are *reimbursements* issued to the employer for dispersal after the following are submitted:

- a) Signed Employer–Employee Agreement
- b) Signed Employer–PCED Agreement
- c) Signed Pay Slip Release Form and Quarterly Report Agreement
- d) Proof of the employer's additional benefit commitment
- e) Documentation verifying eligible relocation and residency in Phillips County

All information provided by the employer will be treated as confidential by Phillips County Economic Development, except as required to fulfill reporting obligations to the Innovation Center and the Dane G. Hansen Foundation. Information disclosed for reporting purposes will be limited to that which is required under the program's reporting guidelines.

To apply for the Workforce Recruitment Incentive Program:

Submit your application to:
Phillips County Economic Development Office
205 F Street
Suite 205
Phillipsburg, KS 67661

All questions can be directed to the Phillips County Economic Development office. (785) 543-5809

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