

**UNIVERSITY OF MISSOURI SYSTEM  
HIRING AND RETENTION INCENTIVE AGREEMENT**

I, \_\_\_\_\_ (“Employee”), in consideration of the Incentive paid to me by The Curators of the University of Missouri (the “University”), hereby acknowledge and agree to the following terms:

- The University has agreed to pay Employee a special Incentive in accordance with University Human Resources Policy HR-104 *Hiring and Retention Incentives*.

Payments shall be issued as follows:

One payment in the amount of \$ \_\_\_\_\_ to be issued on or around \_\_\_\_\_  
 or, Two payments each in the amount \_\_\_\_\_ for a total sum of \$ \_\_\_\_\_  
 to be issued on or around \_\_\_\_\_ and \_\_\_\_\_

- In consideration of the payment of said Incentive, Employee agrees to remain employed by University during a two-year period commencing on Employee’s first date of employment, or if Employee is a current University employee, on the first date after this agreement is signed. If Employee does not remain employed by University through the end of the two-year period because Employee voluntarily resigns or is terminated by University for cause, Employee agrees the Incentive shall be returned to University in accordance with the following schedule:

Full Months Employed	Amount Returned
0-5	100%
6-11	75%
12-17	50%
18-23	25%

Any leave of absence of thirty consecutive days or more shall not be considered in determining the number of full months employed for purposes of this schedule. If Employee does not remain employed by University through the end of the two-year period because Employee is terminated not for cause or due to Employee’s death or permanent disability, Employee or Employee’s beneficiary may retain the Hiring Incentive payment.

- Employee agrees that if an amount is to be returned to University pursuant to paragraph 2 of this Agreement, such amount is a legal debt and obligation to University and may be partially offset against and deducted from Employee’s final payroll check. Employee understands and agrees that, if University turns such debt over to a collection agency, Employee will be responsible for reimbursing University for all costs and expenses of collection, including all attorney’s fees and expenses.
- Employee understands and agrees that, in accordance with Internal Revenue Service Regulations, the amount paid to Employee as an Incentive is taxable compensation subject to withholding and other appropriate deductions (e.g., retirement contributions, etc.) and will be reported on the W-2 form as part of Employee’s total compensation.
- Nothing contained in this Agreement and no language contained herein shall be construed to alter in any manner whatsoever the at-will status of any Administrative, Service, or Support or academic administrative appointment, or to extend the term appointment for any Academic Staff Appointment beyond the stated ending date thereof.
- Employee acknowledges having read this Agreement and understood it; agrees to be bound by its terms and conditions; and agrees that this Agreement constitutes the entire agreement with respect to the matters herein.

**Employee Agreement**

*Signature below acknowledges and agrees to the conditions above. To ensure timely payments, please return signed agreement within thirty (30) calendar days after notification of incentive offer to the hiring unit for further processing. Electronic signature is acceptable.*

Print Name

Signature

Date

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Hiring Units are responsible for obtaining authorization and submitting payments pursuant to [HR-104](#).