

**Subject** Retention Bonus Policy for Non-Represented Employees  
**Section** Human Resources  
**Approved by** Marissa, Madrigal, Chief Operating Officer  
**Approved on** July 7, 2022  
**Replaces** New Policy

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**Policy Purpose:** In order to remain competitive Metro needs the ability to incentivize employees to remain employed with Metro for an agreed amount of time.

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## **POLICY**

1. Retention Bonus.
  - a. There may be instances when Metro may provide a retention bonus to an employee with the sole objective of incentivizing them to remain employed at Metro.
  - b. Retention bonus amounts are to be determined on a case-by-case basis and issued in a one-time payment at the conclusion of the agreed period.
  - c. The employee's supervisor must provide a written business justification for the retention bonus and will require approval of the Human Resources Director, the employee's Department Director and either the General Manager of Visitor Venues, the Deputy Chief Operating Officer, the Chief Operating Officer or the Metro Attorney (depending on the reporting structure). Once approved, the notice will go to Human Resources and to Payroll for processing.