

Agreement of Service

The State of Hawaii is providing me a
(check those that apply)

- sign on bonus
 travel and transportation incentive

in the sum total of \$_____. In return, I agree to remain in my assigned position as _____, position number _____ for _____ year(s) from the date of my employment, _____ through _____.

If I resign before that period, I will repay to the State of Hawaii, a prorated amount based on the number of whole months I have performed in that position. The following schedule will be used in calculating this amount:

<u>No. of whole completed months of creditable service employed prior to resignation</u>	<u>Reimbursement Amount</u>
0 months	100% (12/12)
1 month	92 (11/12)
2 months	83 (10/12)
3 months	75 (9/12)
4 months	67 (8/12)
5 months	58 (7/12)
6 months	50 (6/12)
7 months	42 (5/12)
8 months	33 (4/12)
9 months	25 (3/12)
10 months	17 (2/12)
11 months	8 (1/12)

Note: Reimbursement schedule should be adjusted accordingly when required length of service is not equal to one year.

If I am terminated for cause as a result of misconduct or failure to meet performance requirements pursuant to Section 76.41(b), HRS, I will return the entire amount.

Should reimbursement be necessary, I agree to reimburse the State no later than _____ calendar days following my termination of employment.

Name of Participant (Print)

Signature of Participant

Subscribed and sworn to before me this _____ day of _____.

Notary Public _____
Judicial Circuit, State of Hawaii
My commission expires: _____

Signature and Title of Appointing Authority

Sample

Agreement of Service

The State of Hawaii is providing me a
(check those that apply)

- sign on bonus
- travel and transportation incentive

in the sum total of \$_____. In return, I agree to remain in my assigned position as _____, position number _____ for _____ year(s) from the date of my employment, _____ through _____.

The payment schedule is below. If I resign before completing the required creditable service, I will not be entitled to receive the balance of the bonus/incentive.

No. of whole completed months of creditable service	Payment
1 month	\$200
6 months	500
12 months	500

Note: Payment schedule should be adjusted accordingly when required length of service is not equal to one year.

If I am terminated for cause as a result of misconduct or failure to meet performance requirements pursuant to Section 76.41(b), HRS, I will return the entire amount.

Should reimbursement be necessary, I agree to reimburse the State no later than _____ calendar days following my termination of employment.

Name of Participant (Print)

Signature of Participant

Subscribed and sworn to before me this
_____ day of _____.

Notary Public _____
Judicial Circuit, State of Hawaii
My commission expires: _____

Signature and Title of Appointing Authority