

**APPENDIX D**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**RECRUITMENT INCENTIVE SERVICE AGREEMENT**

I hereby agree to remain in the position I was selected for with the **U.S. Department of Housing and Urban Development** for the amount of time specified below, following the effective date of the official (recruitment) personnel action. I am aware that all actions must begin at the beginning of a pay period and end on a pay period and as a result, the specified time below may not be exact.

The total amount of the recruitment incentive I will be receiving under this agreement is \$\_\_\_\_\_. I am aware that my salary can not exceed the aggregate cap and that should circumstances require, recruitment payments may be delayed until the following year to ensure this mandatory cap is not exceeded.

All payments will correspond with pay periods (i.e., monthly installments will be paid every other pay period). I also understand that this incentive cannot be extended beyond the service agreement date.

The Department may terminate this service agreement at any time based solely on management's needs. I understand that my failure to fulfill the terms of this agreement will result in a debt to the Federal Government. Additionally, assignment to or acceptance of another position within or outside of the Department constitutes failure to fulfill the terms of this agreement and may result in a debt to the Federal Government.

**SERVICE TIME:**

\_\_\_\_\_ Years

**PAYMENT ARRANGEMENT:** (Percentage payable for entire length of service agreement)

\_\_\_\_\_ Annual      \_\_\_\_\_ Monthly      \_\_\_\_\_ Quarterly      \_\_\_\_\_ Biweekly

\_\_\_\_\_ Prior to Employment Date      \_\_\_\_\_ End of Service Period

\_\_\_\_\_ Combination of above (specify)

NAME: \_\_\_\_\_ (please print)

OFFICE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_      DATE: \_\_\_\_\_