

**APPENDIX F**

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

**RETENTION INCENTIVE SERVICE AGREEMENT**

I hereby agree to remain in my current position with the **U.S. Department of Housing and Urban Development** for the amount of time specified below, following the effective date of the (retention) official 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 amount of the retention incentive I will be receiving under this agreement is \_\_\_\_% of my annual salary. I am aware that my salary can not exceed the aggregate cap and that should circumstances require, retention payments may be delayed until the following year to ensure this mandatory cap is not exceeded.

I understand this incentive will be paid in the increments listed below and that payment will not commence until after I have worked an equal amount of time (i.e., monthly payments require you work one month before getting your first payment, semi- annually – work 6 months, etc.). 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.**

**SERVICE TIME:**

\_\_\_\_\_ Years

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

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

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

\_\_\_\_\_ End of Service Period

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

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

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