Scheme terms and conditions:

1. Job adverts will identify which roles offer a signing on bonus.
2. The bonus only applies to permanent roles.
3. The total bonus payment will be £1,000 gross and will be subject to normal payroll deductions
4. Payment be made in two instalments of £500 each. The first instalment will be made in the month after the employee has started. The second instalment the month after the employee has passed probation.
5. This is a temporary trial scheme and we may close the scheme to new applications at any time and without notice
6. If a member of staff resigns within the first 12 months of employment we reserve the right to recover any signing on bonus paid on the basis of 1/12 for each month not worked.
7. Employees have to be employed on the date payment is due to be made
8. Payment will be prorated for part time roles
9. The scheme does not apply to staff currently on payroll as of 16 September 2021 but does apply to recent leavers considering returning.

Internal guidance:

* Signing on bonuses will be administered by the HR Recruitment and Operations teams.
* The scheme will be funded by ahs
* Eligible roles will be agreed between the ahs Head of Department and ahs HR team prior to recruitment
* Managers must ensure they actively manage probation periods.  Unless any extensions are managed in line with the University probation policy and ahs HR advice the default position is that probation is automatically passed after 6 months service.