



# NURSING WORKFORCE EXPANSION PROGRAM

## RECRUITMENT RELOCATION BONUS - AGENCY POLICY

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### PURPOSE.

The purpose of this program is to provide a relocation bonus to any registered nurse who relocates to West Virginia to be employed full time directly by a West Virginia licensed hospital, long term care facility, local health department, comprehensive mental health center, or primary care facility to assist the State in responding to the public health emergency created by the Covid-19 pandemic. The applicant for this program is the employing organization on behalf of the newly employed registered nurse who meets eligibility requirements. The program expires September 30, 2022. All invoices must be received by September 1, 2022.

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### ELIGIBILITY CRITERIA.

#### **In order to be eligible for a relocation bonus, the registered nurse must:**

- Be a graduate of an accredited program at an institution of higher education, having obtained a degree preparing them for registered nurse licensure in West Virginia;
- Seek and receive a West Virginia registered nurse license or applicable nursing compact license qualifying them to practice in West Virginia;
- Have a signed one-year employment agreement to be employed full time in a direct care position by a West Virginia licensed hospital, long term care facility, local health department, or primary care facility respond to the public health emergency created by the Covid-19 pandemic. The employment agreement must commence on or after January 18, 2022;
- Relocate to West Virginia and qualify for residency. This shall be evidenced by providing utility bills, property tax receipts, and/or a valid West Virginia driver's license;
- Agree to service obligation associated with the relocation bonus;
- Complete the application and provide all requested documents.

#### **In order for an organization to apply for this relocation bonus on behalf of the registered nurse, the employer must:**

- Provide a one-year employment contract for full-time employment in a direct care position;
- Be a licensed hospital, long term care facility, local health department, comprehensive mental health center, or primary care facility in West Virginia;
- Agree to report fulfillment of the service obligation associated with the relocation bonus;
- Provide all application materials on behalf of the applicant.

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### APPLICATION PROCESS.

The applicant for this relocation bonus is the employer. Applicant organizations must provide all requested documentation on behalf of the registered nurse. Once approved, the applicant organization will provide an invoice and the Commission will provide funds to pay the relocation bonus. The relocation bonus can be used in addition to, but may not replace, any organizational sign-on bonuses.

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### SELECTION OF RECIPIENTS.

The Commission will determine awards through review of organizational applications for eligibility. All eligible applicants will be awarded funds until all funds are exhausted or the program deadline occurs, whichever occurs first.

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### PROVISIONS AND AGREEMENT.

The award amount will be \$12,000 dollars in exchange for relocation to West Virginia and one year of full-time service while employed directly by a West Virginia licensed hospital, long term care facility, local health department or primary care facility in a direct care role.

The award agreement (provided to the applicant organization) will contain the service agreement. No awards will be disbursed prior to receipt of a service agreement signed by the registered nurse and the organization (to be provided with the application).

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### DISBURSEMENT OF FUNDS.

The Commission will disburse funds to the applicant organization to be provided to the recipient. Funds will typically be disbursed within four to six weeks of the Commission's approval of the application. The applicant organization must disburse the funds to the registered nurse within two weeks of receipt from the Commission. The applicant organization shall provide to the Commission documentation of such disbursement within two weeks of payout to the recipient registered nurse. Documentation forms will be provided upon approval of the award.

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### FULFILLMENT OF AGREEMENT.

The award agreement will be fulfilled when the registered nurse completes the service obligation. The applicant organization shall provide to the Commission documentation that the service period has been served. If the registered nurse does not complete the service agreement, they will repay the award to the employer, who will return the funds to the Commission within two weeks of receipt.

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### DEFINITIONS.

Direct care: Providing patient care services in a registered nurse role. Advanced practice roles, management, and ancillary roles do not qualify for this program.

Direct employment: Employment contract with eligible organization. Contracts with other employers to provide service to an eligible organization do not qualify for this program.

Full time employment: At least 2080 hours of service over a 12-month period.