**Template Agreement for Teacher Signing Bonus**  
  
**Purpose:** Districts can use this sample agreement for teachers who are receiving an SDE signing bonus. OSSBA recommends you include it with the teacher’s onboarding paperwork.

Employee, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledges and agrees that any signing bonus paid by \_\_\_\_\_\_\_\_\_ Public Schools and authorized by the State Department of Education is subject to appropriate funding and final approval from the State Department of Education. Further, Employee agrees that, in return for the signing bonus, they commit to teaching for \_\_\_\_\_\_\_\_\_\_ Public Schools for a period of five full academic years in a critical shortage area. Critical shortage area is defined as Pre-Kindergarten through third grade and Pre-Kindergarten through twelfth grade special education. Employee agrees to maintain eligibility for the signing bonus pursuant to State Department of Education guidelines.

In the event that Employee fails to maintain eligibility for the signing bonus by leaving employment as a teacher in a qualifying critical shortage area or school district prior to the end five-year commitment, Employee agrees to repay a prorated portion of the signing bonus as follows:

1. 100% repayment if employee leaves prior to the completion of a full academic year.
2. 80% repayment if employee leaves with four years remaining on the five-year period.
3. 60% repayment if employee leaves with three years remaining on the five-year period.
4. 40% repayment if employee leaves with two years remaining on the five-year period.
5. 20% repayment if employee leaves with one year remaining on the five-year period.

By signing below, employee agrees to the terms as outlined above and further that the one-time signing bonus provided through the State Department of Education is limited in duration and is considered one-time incentive pay under 70 O.S. § 18-114.9(A). This signing bonus is taxable, and all regular payroll taxes will be withheld.

This authorization is executed voluntarily and has not been made as a condition of my continued employment.

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Employee’s Name (Print) Employee’s Signature Date