**Job Certifications for Business Stimulus-Covid**

**Republic County**

**I. Job Retention**

Job retention is determined by income level only at time of award and any reasonable turnover in two years. Retention jobs are those jobs that would be lost, by company certification, if the company had not been funded. Jobs are certified at the award stage and at the end of the project for any jobs that may have been replaced.

FTE’s (Full-Time Equivalent) will be figured by the following formula by the Department.

40 Hour Week

0 - 5 hours 0 Person

6 - 15 hours 1/4 Time Person

16 - 25 hours 1/2 Time Person

26 - 35 hours 3/4 Time Person

36 - 40 hours Full-Time Employee

**PLEASE FILL OUT A JOB CERTIFICATION FORM FOR EACH EMPLOYEE BEING RETAINED. PLEASE MARK ON THE CORNER OF THE FORM IF THEY ARE ½ TIME, ¾ TIME, ETC**.