

# Attachment 2



## CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*

### HIRING INCENTIVE PROGRAM

#### **Purpose**

As a service-oriented organization, people are one of the most important pieces of making government work. Being able to fill vacant budgeted positions enhances the ability to provide services to the community. Additionally, hiring experienced personnel is the most effective utilization of training resources and provides a deeper breadth of experience to the City workforce. Despite significant recruitment efforts over the past several years, hiring for certain positions remains a challenge. The purpose of this program is to attract and recruit candidates for positions that have proven to be difficult to fill.

#### **Eligibility**

The city manager has sole discretion of which positions are authorized to receive any, or all, incentive(s). However, the intent of this program is to provide incentives to only those positions that are critical to the organization, have been unable to yield a successful applicant for an extended period of time, and/or positions that require specialized skills, training, or certifications.

Employees have one opportunity to participate in a hiring incentive program offered by the City. If an employee is provided incentives under this program (or the prior incentive program in effect until June 30, 2024), separates from City employment, and is rehired while this program is still in effect, they will not be eligible for any further incentives.

#### **Recruitment Incentives**

##### Moving Allowance

To assist with the cost of relocation, the City will reimburse employees up to \$10,000 for reasonable moving expenses. Reasonable moving expenses can include transportation and lodging expenses associated with one trip to the area for a housing search; packing supplies; moving company to assist with boxing and moving personal items; moving container and/or rental vehicle or trailer; and storage rental of up to thirty (30) days, if the new residence is not immediately available. Receipts must be submitted within six months of appointment. Moving allowances paid are subject to all applicable taxes, withholdings, and deductions in accordance with current laws and IRS regulations and are not reportable to CalPERS as compensation for purposes of retirement.

##### Housing Loan Assistance

The City will provide a housing loan assistance up to \$60,000, paid back over 15 years, at a 3.25% interest rate, with no payments required in the first year of the loan, for a home purchased within San Luis Obispo County within four years of the employee's current hire date with the City. Repayment would be made as a payroll deduction. If the employee is on unpaid leave or is receiving reduced pay such that full payment by payroll deduction is not possible, the employee

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shall continue to make timely payments to the City by other means. The loan will require a lien on the property and will be due in full upon the sale of the home. There may be scenarios where an employee has not sold their home and is no longer working for the department. In those instances, the City will strive to get the loan repaid as quickly as possible but will continue to honor the 15-year term initially agreed upon. The City's loan agreement will have the appropriate default provisions should that unfortunately occur. Refer to the loan agreement for full terms and conditions. Candidates must apply for the loan within 4 years of their current hire date with the City.

## Vacation Leave Accrual Rate Enhancement

Employees will be granted service credit for the purposes of vacation accrual based on the number of whole years of prior service in a similar or promoted government position. For example, a new hire with 6.5 years of experience as a police officer will accrue at a rate as if they had worked for the City for six years. Employees shall start accruing at the enhanced rate starting at six months of service with the City. Service credit is solely for the purposes of vacation accrual rate and not considered when determining other factors such as seniority or bumping rights.

## Additional Vacation Leave

Employees will be granted additional vacation leave upon hire based on the number of whole years of prior service in a similar or promoted government position. The additional leave will be equal to the annual accrual rate (based on the schedule in the applicable memorandum of understanding/wage and benefit summary) for the position hired into. For example, an employee hired into a position within the Paso Robles Police Association group with four years of service, will be provided with 96 hours of vacation leave upon hire. The maximum number of additional hours allowed, regardless of prior experience, is 112 hours (144 for shift fire personnel).

## **Referral Incentive**

Active City employees are eligible to receive lump sum payments of up to \$3,000 for each referral of a lateral employee hired by the City while this program is in effect according to the following schedule:

1. \$1,500 on or before the second paycheck following the new hire's first date of employment.
2. \$1,500 on or before the second paycheck following the new hire's successful completion of probation.

To qualify, the new hire must have designated the referring employee on their employment application at the time of submission. Designation is limited to one referring employee per new hire. Referring employees who separate from City employment (regardless of the reason) prior to the new hire's first date of employment with the City or completion of probation will not be eligible to receive any referral bonus. The new hire cannot be a former City employee or a family member (defined to include parent, sibling, spouse, grandparent, grandchild, aunt, uncle, domestic partner, as well as any such in-law relation). City personnel involved in the hiring

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process (e.g., interviews, background checks, etc.), managers of the hiring department, and Human Resources staff are not eligible to receive referral bonuses. The hiring process will be fair and consistent with the City's policies and procedures, with no bias for or against applicants whose selection might make another employee eligible for a referral bonus.

## **Lateral Police Officer Incentives**

Lateral police officers shall be eligible for lump sum payments of up to \$20,000 according to the following schedule:

1. \$5,000 on the first full pay period following successful completion of the field training program (FTO).
2. \$5,000 earned for the period from FTO completion to successful completion of probation, paid on the first full pay period following successful completion of the probationary period.
3. \$5,000 earned for the period from passing probation to two years of active service, paid on the first full pay period following successful completion of two years of active service.
4. \$5,000 earned for the period between two years of active service completion and three years of active service completion, paid on the first full pay period following successful completion of three years of active service.

Time out of service due to leave of absence, for any reason, excluding leave taken due to personal vacation, will not be counted as active service.

To be considered a lateral officer, the candidate must meet all of the following conditions:

1. Be currently employed as a peace officer by a state police agency at the time of application;
2. Have at least two years of experience, including one year of patrol officer experience with a municipality, Sheriff's Office, or equivalent; and
3. Posses a California POST Basic Certificate or a Basic Course Waiver at the time a conditional offer of employment to the position of police officer.

*Note: Officers that meet the first two criteria, but do not meet the third, may be eligible to be hired as a police officer recruit and receive all of the applicable wages and benefits associated with that position, including sponsorship through a POST requalification course.*

Incentives paid are subject to all applicable taxes, withholdings, and deductions in accordance with current laws and IRS regulations. Furthermore, incentive payments are lump sum amounts and are not reportable to CalPERS as compensation for purposes of retirement.

This program shall be in effect from July 1, 2024 through June 30, 2026. The city manager may discontinue the program at any time without advance notice.

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Ty Lewis  
City Manager

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Date



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## Hiring Incentive Agreement

I, \_\_\_\_\_, acknowledge that acceptance of this hiring incentive is voluntary and not a condition of employment with the City of Paso Robles. In accepting this hiring incentive, I agree to the following:

1. I am eligible for a hiring incentive of up to \$20,000 according to the following schedule:
  - \$5,000 paid on the first full pay period following successful completion of the field training program
  - \$5,000 earned for the period from FTO completion to successful completion of probation, paid on the first full pay period following successful completion of the probationary period
  - \$5,000 earned for the period from passing probation to three years of active service, paid on the first full pay period following successful completion of three years of active service
  - \$5,000 earned for the period between three years of active service completion and four years of active service completion, paid on the first full pay period following successful completion of four years of active service
2. Time out of service due to a leave of absence will not be counted as active service.
3. I am eligible to apply for a housing assistance loan for the purchase of a home within San Luis Obispo County within 4 years of my current hire date, subject to the terms and conditions of the loan agreement.
4. Incentives paid are subject to all applicable taxes, withholdings, and deductions in accordance with current laws and IRS regulations. Incentive payments are lump sum amounts and not reportable to CalPERS as compensation.
5. I am only eligible to receive incentives under this program once. If I separate from City employment and am then rehired by the City while this (or any updated) program is still in effect, I am not eligible for any remaining incentive pay or other incentives.

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Signature

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Date