

EMPLOYMENT BONUS

PROGRAM OVERVIEW

The Employment Bonus Program (Program) authorizes the County Administrative Officer (CAO) or designee, upon recommendation from the Department Head or designee, to designate certain classifications or positions as “Difficult-To-Fill” and to authorize payment of up to \$10,000 (up to \$20,000 for Natividad as determined by CEO) to successful applicants or current employees hired or promoted into eligible permanent classifications not held previously. For purposes of this program, an eligible employee is defined as a person who is currently employed by the county and has not held the permanent classification they are being hired or promoted into in the preceding twelve months. Employees who are demoting into a classification not held previously shall not be eligible for the Employment Bonus Program. Employees who are deemed eligible for the Program must maintain satisfactory performance and meet all required training, probationary period, and work requirements at the time of each payment to qualify for the employment bonus. Employees who are not maintaining satisfactory performance will not receive the payment due as outlined in the disbursement schedule below. The employment bonus will be prorated for part-time employees based on their full-time (full-time is defined as 0.8 FTE or above for Natividad employees) equivalent status. The employment bonus is treated as income according to the applicable rules of taxation and withholding deductions.

Employment Bonus Disbursement Schedule:

The employment bonus is paid to successful applicants or current employees upon hire or promotion into eligible permanent classifications, as follows:

\$10,000 or less:

- 20% upon hire or promotion (1st paycheck)
- 30% after completion of 90 days of employment
- 50% at completion of one calendar year of service or 2,080 hours, whichever is later

\$10,000 or less (Natividad Only)

- 20% after the completion of 20 worked shifts
- 30% after completion of six months of employment, or 1,040 worked hours, whichever is later
- 50% at completion of one calendar year of service or 2,080 worked hours, whichever is later

\$10,001 to \$20,000 (for Natividad only):

- 25% after completion of 90 days of employment or 20 worked shifts whichever is later
- 25% at completion of the probationary period or one calendar year of service, or 2,080 worked hours, whichever is later
- 25% at completion of 18 months of service or 3,120 worked hours, whichever is later
- 25% at completion of two calendar years of service or 4,160 worked hours, whichever is later

\$10,000 or less Communications Dispatchers

- 25% upon successful completion of the Communications Dispatcher Call-Taking Program

- 25% upon successful completion of Basic Radio Training Program and promotion to Communications Dispatcher II
- 25% upon successful completion of the additional radio channel (other large law or fire channel)
- 25% upon successful completion of the probationary period of the Communications Dispatcher II

\$10,000 or less Communications Dispatcher Lateral Transfer Program (hire from outside agency)

- 25% upon hire or promotion (1st paycheck)
- 25% upon successful completion of law/radio training
- 25% at completion of additional radio channel (other large law or fire channel)
- 25% upon successful completion of the probationary period

DESIGNATION OF POSITIONS AS “DIFFICULT-TO-FILL”

Department Head or designee should consider the following when recommending the designation of a classification or position as “Difficult-To-Fill”:

Condition of current labor market:

- Due to various factors adversely affecting the current labor market, candidates with the qualifications required to fill the vacancy are limited/inadequate.

Demographic:

- Candidates with the qualifications needed for the position are typically difficult to find in the local recruitment area.
- Local educational institutions do not specialize in the profession or technical field, which limits the number of local qualified applicants.
- Other large employers in the geographical area are actively competing for similar applicants.

Economic:

- Candidates with the level of knowledge, skills, and abilities required to fill a vacancy may be deterred by economic factors such as local housing affordability, cost of goods and services, availability of educational services, and healthcare access.

Specialized positions:

- Positions that perform work of a specialized nature and/or require specific licensure, certifications, or other specialized training or skills.

Vacancy rate:

- The position has a high vacancy rate as a direct result of employee turnover, forcing the Department to frequently recruit for the same position.

PROCEDURES

DESIGNATING A POSITION AS ELIGIBLE FOR THE PROGRAM

1. Department Head or designee completes and submits a “Request for Employment Bonus Form” (*Form A.49.1.a*) to the CAO (CEO at Natividad) or designee indicating the following:
 - Title and class code of classification
 - Specific position/assignment within the class (if request is restricted to certain positions/assignments within the class should include budget unit, class code and four (4) digit position number)
 - Provide recommended maximum employment bonus amount up to \$10,000 (\$20,000 for Natividad)
 - Written justification supporting the request to designate a classification or position as “Difficult To Fill” and authorize payment for a classification/position based on the criteria above.
 - Complete and signed request form is then submitted to the CAO or designee for consideration and review for approval.
2. CAO or designee reviews *Form A.49.1.a* and approves or denies the class/position and employment bonus amount. The CAO or designee returns the form to the Department Head who then routes a copy to the assigned Department Human Resources (HR) professional.
3. The Assigned HR Professional may include the County standard employment bonus language on the applicable job flyer.

AWARDING THE EMPLOYMENT BONUS (\$10,000 or less)

1. Before offering the employment bonus to a successful applicant, or current employee, the Assigned HR Professional will verify that the person is being offered employment into an eligible permanent position; and that neither the successful applicant nor current employee previously held this permanent position with the county in the preceding twelve months.
2. Once the employee begins work with the County in an eligible permanent position, the Assigned HR Professional submits a copy of the signed *Form A.49.1.a* and the “Employment Bonus Payment Worksheet” (*Form A.49.1.b*) to the assigned Department Finance Manager and Timekeeper. The assigned Department Timekeeper will prepare the initial employee transaction with the code “OTPAY” and submit in the Advantage HRM system.
3. Once the employee completes 90 calendar days of employment in an eligible permanent position, the assigned Department Finance Manager will verify with the Assigned HR Professional that the employee is still employed in the same position with the County. The Department Timekeeper will prepare and submit the employee transaction with the code “OTPAY” in the Advantage HRM system for the second payment.
4. Upon completion of one calendar year or 2,080 hours, (whichever is later) of employment in an eligible permanent position, the Department Finance Manager will verify that the employee is still employed in the same position with the County. The Department Timekeeper will prepare and submit the employee transaction with the code “OTPAY” in the Advantage HRM system for the third and final payment.

5. The completed employment paperwork, a copy of the signed *Form A.49.1.a* and *Form A.49.1.b*, are placed in the employee's Personnel File.

AWARDING THE EMPLOYMENT BONUS (\$10,001 to \$20,000 for Natividad only)

1. Before offering the employment bonus to a successful applicant, or current employee, the Assigned HR Professional will verify that the person is being offered employment into an eligible permanent position; and that neither the successful applicant nor current employee previously held this permanent position with the county in the preceding twelve months.
2. Once the employee begins work with the County in an eligible permanent position, the Assigned HR Professional submits a copy of the signed *Form A.49.1.a* and *Form A.49.1.b* to the assigned Department Finance Manager and Timekeeper.
3. Once the employee completes 90 calendar days of employment in an eligible permanent position, the assigned Department Finance Manager will verify with the Assigned HR Professional that the employee is still employed in the same position with the County. The Department Timekeeper will prepare and submit the employee transaction with the code "OTPAY" in the Advantage HRM system for the first payment.
4. Upon completion of one calendar year, or 2,080 hours (whichever is later) of employment in an eligible permanent position, the Department Finance Manager will verify that the employee is still employed in the same position with the County. The Department Timekeeper will prepare and submit the employee transaction with the code "OTPAY" in the Advantage HRM system for the second payment.
5. Upon completion of 18 months or 3,120 hours of employment in an eligible permanent position, the Department Finance Manager will verify that the employee is still employed in the same position with the County. The Department Timekeeper will prepare and submit the employee transaction with the code "OTPAY" in the Advantage HRM system for the third payment.
6. Upon completion of two calendar years or 4,160 hours of employment in an eligible permanent position, the Department Finance Manager will verify that the employee is still employed in the same position with the County. The Department Timekeeper will prepare and submit the employee transaction with the code "OTPAY" in the Advantage HRM system for the fourth and final payment.
7. The completed employment paperwork, a copy of the signed *Form A.49.1.a* and *Form A.49.1.b*, are placed in the employee's Personnel File.

AWARDING THE EMPLOYMENT BONUS (\$10,000 OR LESS) FOR THE EMERGENCY COMMUNICATIONS DISPATCHERS TRAINEE PROGRAM

1. Before offering the Employment Bonus to a successful applicant, or current employee, the Assigned Department HR Professional will verify that the successful applicant or current employee:
 - a. is being offered employment as a Communications Dispatcher Trainee; and,

- b. is a new employee that has not been employed with the County of Monterey within the last year; or,
2. Once the new employee completes the Communications Dispatcher Call-Taking Program, the Assigned Department HR Professional submits a copy of the signed *Form A.49.1.a* and *Form A.49.1.b* to the assigned Department Finance Manager and Timekeeper. The assigned Department Timekeeper prepares the initial employee transaction with the code “OTPAY” and submits in the Advantage HRM system.
3. Once the employee completes the Basic Radio Training Program and promotes to Communications Dispatcher II, the Assigned Department HR Professional advises the Timekeeper that the employee has passed the training program and has been promoted. The assigned Timekeeper prepares and submits the employee transaction with the code “OTPAY” in the Advantage HRM system for the second payment.
4. Upon completion of an additional radio channel (other large law or fire channel), the Assigned Department HR Professional advises the Timekeeper that the employee has completed an additional radio channel training. The assigned Timekeeper prepares and submits the employee transaction with the code “OTPAY” in the Advantage HRM system for the third payment.
5. Upon completion of the probationary period of the Communications Dispatcher II, the Assigned Department HR Professional advises the Timekeeper that the employee is eligible for the fourth and final payment. The assigned Timekeeper prepares and submits the employee transaction with the code “OTPAY” in the Advantage HRM system for final payment.
6. The completed employment paperwork, a copy of the “Request for Employment Bonus” form, and copies of the Employment Bonus Payment Worksheet(s) are placed in the employee’s Personnel File.

AWARDING THE EMPLOYMENT BONUS (\$10,000 OR LESS) FOR THE EMERGENCY COMMUNICATIONS LATERAL TRANSFER PROGRAM (FROM OTHER AGENCIES)

1. Before offering the Employment Bonus to a successful applicant, the Assigned Department HR Professional will verify that the successful applicant:
 - a. is being offered a lateral transfer as a Communications Dispatcher; and,
 - b. is a new employee that has not been employed with the County of Monterey within the last year; or,
2. Once the new employee begins work with the County, the Assigned Department HR Professional submits a copy of the signed *Form A.49.1.a* and *Form A.49.1.b* to the assigned Department Finance Manager and Timekeeper. The assigned Department Timekeeper prepares the initial employee transaction with the code “OTPAY” and submits in the Advantage HRM system.
3. Once the employee completes the law/radio training, the assigned Department HR Professional advises the Timekeeper that the employee has passed the training program and

has been promoted. The assigned Timekeeper prepares and submits the employee transaction with the code “OTPAY” in the Advantage HRM system for the second payment.

4. Upon completion of an additional radio channel (other large law or fire channel), the Assigned Department HR Professional advises the Timekeeper that the employee has completed an additional radio channel training. The assigned Timekeeper prepares and submits the employee transaction with the code “OTPAY” in the Advantage HRM system for the third payment.
5. Upon completion of the probationary period of the Communications Dispatcher, the Assigned HR Professional advises the Timekeeper that the employee is eligible for the fourth and final payment. The assigned Timekeeper prepares and submits the employee transaction with the code “OTPAY” in the Advantage HRM system for final payment.
6. The completed employment paperwork, a copy of the “Request for Employment Bonus” form, and copies of the Employment Bonus Payment Worksheet(s) are placed in the employee’s Personnel File.