

EMPLOYMENT BONUS

PROGRAM OVERVIEW

The Employment Bonus Program authorizes the CAO or designee to designate certain positions as “difficult to fill” and to authorize payment of up to \$5000 to new, permanent employees hired into those positions. For purposes of this Program, a new employee is defined as a person who has not been employed in the same classification with the County of Monterey within the last year. The CAO may waive the time requirement for extenuating circumstances as requested by the Department Head. The Employment Bonus is treated as income according to the applicable rules of taxation and withholding deductions and is paid on the first pay period following completion of any required time served.

The Employment Bonus is paid in the employee’s paycheck as follows:

- 20% upon hire (1st paycheck)
- 30% after the completion of 90 days of employment
- 50% at the completion of one calendar year of service

DESIGNATION OF POSITIONS AS “DIFFICULT TO FILL”

The following factors are considered in recommending the designation of a position as “Difficult-To-Fill”:

DEMOGRAPHIC:

- Candidates with the competencies needed for this position are typically difficult to find in the local recruitment area.
- Local educational institutions do not specialize in this particular profession or technical field; as so limit the number of qualified applicants.
- Other large employers in the geographical area are actively competing for similar, highly sought after competencies.

ECONOMIC:

- Candidates with the level of knowledge, skills and abilities required to fill the vacancy may be deterred by economic factors such as: housing prices, cost of goods and services, availability of those services, and current lifestyle affordability.

SOCIOLOGICAL:

- Candidates with the level of competencies and experience required for this position are reluctant to relocate due to their involvement and establishment in their communities or professional organizations.

CONDITION OF CURRENT LABOR MARKET:

- Due to various factors adversely affecting the current labor market, the particular skill required to fill the vacancy is scarce.

POSITIONS THAT ARE DIFFICULT FOR THE COUNTY TO STAFF

- Recruitments for classifications that have been repeated with no success, have a known history of being difficult to recruit for, or to which are difficult to attract qualified candidates.

ESTABLISHING CRITERIA FOR VARIABLE BONUS AMOUNTS

Once a class/position has been designated as “difficult to fill” and a maximum bonus amount authorized, the Department Head may choose to pay eligible candidates different bonus amounts (up to the authorized maximum amount) based on criteria such as experience, training required, special skills, etc. If a Department chooses to pay different bonus amounts, it is imperative that the Department Head, Department Personnel Analyst and Hiring Manager develop and document the criteria for the hiring bonus amounts to be paid.

PROCEDURES

DESIGNATING A POSITION AS ELIGIBLE FOR THE PROGRAM

1. Hiring Manager submits a completed “Recommendation for Employment Bonus” Form (form A. 49.1 a) to the Department Personnel Analyst indicating the following:
 - Title and class code of position requested for employment bonus
 - Particular position/assignment within the class (if request is restricted to certain positions/assignments within the class)
 - Requested maximum amount of Employment Bonus (up to \$5000)
 - Narrative explanation of factors used to justify recommendation to designate class/position as “Difficult to Fill”.
2. Department Personnel Analyst reviews “Recommendation for Employment Bonus” Form, verifies class title and class code, signs acknowledging review, and submits to the Department Head or Designee.
3. Department Head or designee reviews “Recommendation for Employment Bonus” Form, signs acknowledging approval/denial of class and bonus amount, and returns form to Department Head or Designee to both the Department Personnel Analyst and the Hiring Manager.

AWARDING THE EMPLOYMENT BONUS

ADMINISTRATIVE PROCEDURE

A.49.1 (c)

1. Before offering the Employment Bonus to a potential candidates, the Hiring Authority verifies that the candidate meets the following eligibility criteria:
 - is a new employee
 - has not been employed in the same classification with the with the County of Monterey within the last year
 - is being offered employment into a permanent position
2. Upon acceptance of the position by the candidate, the Hiring Authority submits a copy of the signed “Recommendation for Employment Bonus” form to the Department Payroll Coordinator for preparation of Personnel Action Form and an Employment Bonus Payment Worksheet (form A.49.1 b).
3. The Departmental Payroll Coordinator verifies that the new employee:
 - is a new employee
 - has not been employed in the same classification with the with the County of Monterey within the last year
 - has been hired into a permanent position
4. The Departmental Payroll Coordinator submits for processing.
 - a new employee Personnel Action Form with the following statement typed in the “Remarks” box:
 - *“Include Employment Bonus payment of \$ _____ as indicated on attached Employment Bonus Payment Worksheet”*
 - a copy of the signed “Recommendation for Employment Bonus” form
 - an Employment Bonus Payment Worksheet requesting the initial payment
5. Once the subject employee completes 90 clendar days of employment, the Department Payroll Coordinator verifies that the employee is still employed in a permanent position with the County and submits the following for processing:
 - a Personnel Action Form with the following statement typed in the “Remarks” box:
 - *“Include Employment Bonus payment of \$ _____ as indicated on attached Employment Bonus Payment Worksheet”*
 - an Employment Bonus Payment Worksheet requesting the second payment
6. Upon completion of one calendar year of employment, the Department Payroll Coordinator verifies that the employee is still employed in a permanent position with the County and submits the following for processing:
 - a Personnel Action Form with the following statement typed in the “Remarks” box:
 - *“Include Employment Bonus payment of \$ _____ as indicated on attached Employment Bonus Payment Worksheet”*
 - an Employment Bonus Payment Worksheet requesting the final payment
7. The completed employment paperwork, a copy of the “Recommendation for Employment Bonus” form and copies of the Employment Bonus Payment Worksheet are placed in the employee’s Departmental Personnel File.

