

**CITY OF TEMECULA
ADMINISTRATIVE GUIDELINE**



Title:	Hiring Incentives	Issued:	01/12/2022
Responsible Dept/Division:	Human Resources	Revised:	03/02/2022
Forms:		Revised:	
Approval:	<i>Aaron Adams</i>	Revised:	

PURPOSE:

Recruitment and retention incentives are a critical compensation tool to attract and retain high quality individuals for whom the City is competing and for difficult to fill positions. The City Manager recognizes the challenges presented by today’s labor market, and has approved the implementation of an incentive program to assist in the recruitment, appointment, and retention of qualified candidates for designated classifications subject to funding approved by the City Council.

SCOPE:

This guideline applies to both current and prospective employees within a classification designated as incentive eligible.

GUIDELINE:

1. The City Manager or designee may authorize the use of recruitment and/or retention incentives as a tool to attract and retain highly qualified, performance-oriented individuals for specific job classifications.
2. The City Manager or designee has the authority to:
 - a) Designate specific classifications as incentive eligible;
 - b) Approve recruitment incentives during active recruitments;
 - c) Approve classifications eligible to receive retention incentives;
 - d) Determine the applicability and duration of the incentives for each classification;
 - e) Add or delete incentive eligible classifications based on organizational need;
 - f) Suspend this program should incentives no longer be required or appropriate.
3. Human Resources will maintain record of classifications designated as incentive eligible.
4. Recruitment and retention incentives may apply under, but are not limited to, the following circumstances:
 - a) Classification has been identified as having high turnover or difficult to fill;

- b) Recruitment fails to generate an adequate number of qualified applicants;
- c) The labor market is more competitive due to a shortage of qualified applicants in certain fields of work;
- d) Technical expertise, certifications, licensing, and/or advance education requirements limit the pool of qualified applicants;
- e) Competition from the public sector and surrounding local agencies making it difficult to attract and retain talent.

5. Incentives

The following incentives may be used as a recruitment or retention tool:

- a) New Hire Incentive
New employees hired into an incentive eligible classification.
- b) Returning Seasonal Employee Incentive
Seasonal employees in a dormant status who return to their prior classification that is designated as incentive eligible.
- c) Seasonal Employee Retention Incentive
Active seasonal employees within an incentive eligible classification who continue working during the off season.

6. Hiring Managers who wish to include a recruitment or retention incentive on an active recruitment, must request to do so on the Personnel Requisition.

7. Eligibility Requirements

The Hiring Department and/or Human Resources will determine the requirements necessary to receive the incentive pay. Incentive requirements may vary by classification and will be detailed on the official job announcement and in the new hire's offer letter.

8. Incentive Payments

The amount, frequency and timing of incentive payments will be established by classification and approved by the City Manager or designee.

Each incentive payment will be considered taxable income and subject to appropriate withholdings. Incentive payments will not be considered earnable compensation for purposes of CalPERS reporting.

9. The incentive program is contingent upon available funding in accordance with the operating budget approved by the City Council and may be terminated at any time.