



## Sign-On Bonus Policy for Public Works Department – CDL Certification Class A or B

**Last Revision Date: 08/30/2021**

**Adopted: 09/07/2021**

- 1. Purpose:** The purpose of the sign-on bonus is to incentivize a candidate to accept employment with the City of Dodge City and certain current City employees to obtain CDL certifications. This policy does not result in the City of Dodge City entering an employment contract with candidate or employee. This policy is in effect until rescinded by the City Manager. The City Manager shall review this policy six (6) months after its original adoption.
- 2. Scope:** This policy applied to certain benefited (full-time) positions within the following Public Works Department divisions- Sanitation, CREW, Streets, and Utilities. The sign-on bonus will be subject to applicable taxes.

The City of Dodge City is implementing a \$1,000 sign-on bonus incentive for candidates to accept employment in the Public Works Department, if the candidate currently has either a Class A or Class B Commercial Driver's License (CDL) with air brake endorsement and a clean driving record for the past thirty-six (36) months prior to hire. Upon hire, new qualifying employees will receive one-half of the sign-on bonus (\$500). After completing six (6) months of successful employment with the City of Dodge City, the new qualifying employee will receive the remaining half of the sign-on bonus (\$500).

This sign-on bonus also applies to current City employees classified as Maintenance Worker I in the same Public Works divisions identified above. Upon successful attainment of CDL certification, the qualifying current City employee will receive one-half of the sign-on bonus (\$500). After completing six (6) months of continued successful employment with the City of Dodge City, the qualifying current City employee will receive the remaining half of the sign-on bonus (\$500).

- 3. Policy Statement:** This policy serves to aid the City of Dodge City in hiring and promoting of employees for positions that have labor market shortages which affect the City's ability to deliver services to the public.
- 4. Definitions:**
  - a. Sign-on Bonus-** A non-recurring and non-compounding payment.
  - b. Successful employment-** is defined as no disciplinary issues, tardiness, or excessive or unexcused absences.