



ADMINISTRATIVE ORDER 2023-1
HIRING/RECRUITMENT BONUS
EFFECTIVE DATE: FEBRUARY 22, 2023

In an effort to increase quantity and quality of applicants the City has determined that it is necessary to implement a hiring/recruitment bonus. Therefore, effective Wednesday, February 22, 2023 a new hiring/recruitment bonus plan shall be in place and shall supersede any previous hiring/recruitment program.

Hiring Bonus: any newly hired candidate for the following full-time positions or regular part-time positions will be given a hiring bonus based upon positions listed below:

- a. All full-time candidates will receive the first five hundred dollars (\$500.00) of the respective hiring bonus with the employees first full paycheck: Regular Part-time positions will receive two hundred fifty dollars (\$250.00) of the respective hiring bonus with the employees first full paycheck.
- b. The second portion of the hiring bonus will be paid as follows:
 1. Introductory Police Officer – after the recruit has successfully completed their police academy training and FTO training and is performing satisfactorily. If the candidate has previously completed such training the second half will be paid after 6 months of satisfactory work performance. The second portion shall be one thousand dollars (\$1,000.00) and paid with the employees first full paycheck following completion of the above requirements.
 2. Introductory Firefighter – after the recruit has successfully completed their NFPA Firefighter I, II and Hazmat operations and EMT certifications, as well as performing satisfactorily. If the candidate has previously completed such training the second half will be paid after 6 months of satisfactory work performance. The second portion shall be one thousand dollars (\$1,000.00) and paid with the employees first full paycheck following completion of the above requirements.
 3. Introductory Employee Required to Possess/Maintain a CDL –after 6 months of satisfactory performance and maintaining an acceptable driving record. The second portion shall be five hundred dollars for full-time introductory employees (\$500.00) and two hundred fifty dollars (\$250.00) for regular part-time employees. The bonus will be paid with the employees first full paycheck following completion of the above requirements.
 4. All other Qualifying Introductory Employees – after 6 months of satisfactory performance, shall receive the second portion of the bonus, which shall be five hundred dollars for full-time introductory employees (\$500.00) and two

hundred fifty dollars (\$250.00) for regular part-time employees. The bonus will be paid with the employees first full paycheck following completion of the above requirements.

Recruitment Bonus: any City employee who recruits a candidate who is hired for a full time or regular part-time position will receive a recruitment bonus equal to the hiring bonus of the individual that is recruited. The recruitment bonus will be paid in the same time frames and same standards as the hiring bonuses.

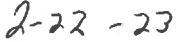
- a. Qualifier: The Individual qualifying for the hiring bonus must put the recruiting employee's name and Department in the application under the question, "Where did you hear about this recruiting process/opportunity?"

Ineligible Employees: This recruitment bonus will not apply to the Department Head, Assistant or Deputy Department Heads, Police Captains, Fire Captains, Division Heads, Human Resources Staff or employees assigned to work job fairs or recruitment booths. The hiring bonus will not apply to individuals who were previously employed by the City and are returning to employment.

This hiring/recruitment bonus shall be in effect until rescinded by order of the City Manager.



City Manager



Date