

## County of Lake Hiring Incentives

### Purpose

The purpose of the hiring incentive is to attract and hire qualified employees for hard to fill positions. The County of Lake will pay a hiring incentive to a newly appointed employee if the position has been determined to be hard to fill. A newly appointed employee is defined as an individual who has not been employed by the County of Lake in a permanent capacity within the past 2 years.

### Hard to Fill Positions

A hard to fill position is defined as employment trends and labor-market factors that have impacted the ability to hire quality candidates for non-entry level positions. To be eligible for hiring incentives for hard to fill position, the department must be fully engaged in the recruitment process by taking timely action with the eligibility list and scheduling the interviewing process within four weeks of receiving the eligibility list. In addition, to qualify for hard to fill the position you must meet at least three of the hard to fill criteria listed below.

#### Hard to fill criteria:

- Resulted in 2 failed recruitments in a six month period.
- The recruitments resulted in fewer than 3-5 qualified, eligible, and available applicants in a six month period.
- The recruitment resulted in qualified candidate that declined the County offer of employment documented in NeoGov.
- Non-entry level positions that have turned over multiple times in the last three to five years.

### Hiring Incentive

- The Department Head can request a sign-on incentive payment for newly appointed employees, amounting to 10% of the annual salary, up to a maximum of \$10,000.
- Hiring incentives will be capped at 10% of the annual salary and will not exceed \$10,000 unless the Board of Supervisors approves a special resolution.

### Eligible positions:

**See Attachment A for a full list of eligible positions**

1. Attorneys
2. Engineering positions
3. Licensed medical staff
4. Mid / senior level management positions
5. Planners
6. Safety positions
7. Senior accounting and finance positions
8. Social Workers

## **County of Lake Hiring Incentives**

- 9. Mental Health and Substance Abuse Positions
- 10. Positions with specialized skills and/or certifications
- 11. Employment and Training Worker

### **Automatically Qualification Hiring Incentives**

The following positions automatically qualify for the Hiring Incentive without meeting the hard-to-fill criteria:

- Air Quality Engineers
- Department Heads
- Deputy Sheriff I/II
- Deputy Sheriff I/II Corrections
- Dispatcher
- Deputy Probation Officer I/II
- Welfare Fraud Investigator

### **Hiring Payment Schedule**

- The hiring incentive will be made in three payments as follows:
  - The first payment of 50% will be made to an employee within the next available pay period following the date of hire.
  - The second payment of 25% will be made within the next payroll following the 12<sup>th</sup> month of employment.
  - The third payment of 25% will be made within the next payroll following two (2) years of employment.

### **Hiring Incentive Repayment**

- The employee must remain employed with the County for two (2) years or repay the incentive on a pro-rated basis.
- The employee shall authorize such repayment as a payroll deduction from the final paycheck, and/or repay any shortage not covered in the final paycheck with a personal check payable to the County of Lake within 15 days of termination.

### **Review of Hard to Fill Eligible Positions**

- The Classification, Compensation, Recruitment, and Retention Committee (CCRR) will review request in December and May to add a position to the hard to fill eligibility list.
- The Department Head must submit in writing a justification to add a position to the hard-to-fill eligibility list.

Adopted by the Board of Supervisors 6.22.2021 revised ~~10.22.2024~~ 5/13/2025