



Legislation Text

File #: 24-278, Version: 1

Memorandum

Date: March 12, 2024

To: The Honorable Lake County Board of Supervisors

From: Pam Samac, Human Resources Director

Subject: Consideration of Updated Hiring Incentive Policy to allow Department Heads to Automatically Qualify for the Hiring Incentive

Executive Summary:

Staff submits for your Board’s consideration and approval the attached updated Hiring Incentive Policy.

Staff recommends the following changes to the County of Lake Hiring Incentives Policy:

- Add a provision to allow the Department Heads to automatically qualify for the hiring incentive without meeting the hard-to-fill criteria.

Department Head Recruitments

- Hiring incentive of 10% of the annual rate of pay not to exceed \$10,000.
- Automatically qualify for the hiring incentive.
- 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 12th month of employment.
 - The third payment of 25% will be made within the next payroll following two (2) years of employment.
- 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.

If not budgeted, fill in the blanks below only:

Estimated Cost: _____ Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Purchasing Considerations (check all that apply): Not applicable

Fully Article X. <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-

- 38EXCOBI>- and/or Consultant Selection Policy <http://lcnet.co.lake.ca.us/Assets/Intranet/Policy/Policies+26+Procedures+Manual/Ch4_2021v2.pdf>-Compliant (*describe process undertaken in "Executive Summary"*)
- Section 2-38 <https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTXPU_S2-38EXCOBI> Exemption from Competitive Bidding (*rationale in "Executive Summary," attach documentation, as needed*)
- For Technology Purchases: Vetted and Supported by the Technology Governance Committee <<http://lcnet.co.lake.ca.us/Assets/Intranet/Intranet+Forms/Information+Technology/AdvPlan.pdf>> ("Yes," if checked)
- Other (*Please describe in Executive Summary*)

Consistency with Vision 2028 <<http://www.lakecountyca.gov/Government/Directory/Administration/Visioning/Vision2028.htm>>

(check all that apply):

- | | | |
|--|--|--|
| <input type="checkbox"/> Well-being of Residents | <input checked="" type="checkbox"/> Not applicable | <input type="checkbox"/> Disaster Prevention, Preparedness, Recovery |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Safety | <input type="checkbox"/> County Workforce |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Clear Lake |
| | <input type="checkbox"/> Business Process Efficiency | |

Recommended Action: Approve updated Hiring Incentive Policy to allow Department Heads to automatically qualify for the hiring incentive.