



CITY OF BEVERLY HILLS STAFF REPORT

Meeting Date: December 18, 2012
To: Honorable Mayor & City Council
From: Sandra Olivencia, Assistant Director of Administrative Services.
Human Resources
Subject: **To Establish A Signing Bonus Program Policy for “Difficult to Fill Positions”**
Attachments: 1. Signing Bonus Program Policy

INTRODUCTION

This report transmits the newly developed Signing Bonus Program Policy to be implemented, on an as needed basis, to attract talent during times when there is a short supply of qualified workers for particular occupations.

DISCUSSION

The City of Beverly Hills, like many other municipalities, is currently experiencing difficulty in attracting and retaining Police Officer candidates. The City is also preparing and anticipating staffing issues due to future retirements at all levels in the organization and is working on how to attract and most importantly, how to retain, the best staff in order to continue to deliver superior service.

Ideas for recruiting are endless and endlessly challenging, but the time and effort invested in attracting top talent for the City is well worth it. It is the City's desire to be the employer-of-choice and proceeding with the implementation of the Signing Bonus for "difficult to fill positions" provides new employees an incentive to join City.

The Signing Bonus Program will be offered on an as needed basis and will only be recommended when the City has actively recruited for a position for a period of six months and has been unsuccessful in identifying a qualified candidate.

The City Manager will move forward with implementing the program as outlined in this report unless otherwise informed differently by the Council.

FISCAL IMPACT

No fiscal impact since the bonuses would be paid out of salary savings from vacant positions.

RECOMMENDATION

This report is being provided for information only.



Sandra Olivencia

Approved By

Attachment 1

**CITY OF BEVERLY HILLS
ADMINISTRATIVE SERVICES – HUMAN RESOURCES**

SIGNING BONUS PROGRAM

Purpose: To establish a signing bonus program that may be utilized to increase the success of recruiting and retaining qualified applicants in “difficult-to-fill” positions.

Definition: A position is defined as “difficult-to-fill” when the City has actively recruited for the position for a period of six months and has been unsuccessful in identifying a qualified candidate.

Signing Bonus

A signing bonus may be provided to a newly hired City employee. A vacant position will need to be identified as “difficult-to-fill” prior to Human Resources recommending the recruitment provide a signing bonus. Upon approval from the City Manager’s Office, a signing bonus will be provided. Human Resources will advise when a position is no longer “difficult to fill” and will provide the City Manager’s Office quarterly updates as well as a recommendation to maintain or to discontinue the bonus. The City Manager or his designee reserves the right to maintain or discontinue the bonus at any time or once the position(s) has been successfully filled.

Terms of the program:

New hires in a position designated “difficult to fill” will be entitled to receive a signing bonus upon being hired by the City. A bonus of up to 10% of the position’s annual base salary may be offered. The signing bonus amount will be recommended by the Department and Human Resources with the approval of the City Manager. To protect the City’s interest, bonuses may be paid as follows:

For Miscellaneous employees, 25% of the bonus would be paid upon the initial hiring; 25% at the end of six months; 50% at the end of the probationary period for classified positions or one year of satisfactory service for non-classified positions.

For entry level Safety employees, 25% of the bonus would be paid upon initial hiring; 25% upon graduating from the academy; 25% upon the completion of six months of service and the remaining 25% at the end of probationary period.

For lateral entry Safety employees, 25% of the bonus would be paid upon initial hiring; 25% upon the completion of six months of service and the remaining 50% at the end of probationary period. In addition, lateral Safety employees, may be advanced three weeks of sick leave hours at the time of employment with the City and would not accrue additional sick leave hours until they have completed sixty six (66) weeks of City service.

The recipient of a bonus shall be required to commit to at least twelve (12) months of service with the City following the date on which the final bonus payment is issued.

If the recipient of a bonus separates from the City before the twelve (12) month following the receipt of the bonus, he/she shall be required to reimburse the City for the full amount of the bonus.

Recipient of a bonus shall only be entitled to receive a bonus on a (1) one time basis for the same classification.