

RESOLUTION NO. 2018-066

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ROHNERT PARK AUTHORIZING THE CITY MANAGER TO IMPLEMENT AN INCENTIVE PROGRAM TO ATTRACT AND RETAIN HIGHLY QUALIFIED PERSONNEL OF THE DEPARTMENT OF PUBLIC SAFETY

WHEREAS, the City is experiencing a diminished pool of well-qualified candidates for the positions of Public Safety Officer and Public Safety Dispatcher; and

WHEREAS, agencies around the state are contending with a shortage of candidates and are offering a variety of hiring incentives in order to attract qualified applicants; and

WHEREAS, in order to competitively attract, recruit and retain qualified candidates, staff recommends that the City Council approve the proposed Recruitment and Retention Incentive Program.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Rohnert Park that it does hereby approve and adopt the Recruitment and Retention Incentive Program for Public Safety Positions attached as Exhibit A and incorporated herein by reference.


BE IT FURTHER RESOLVED that the City Manager is authorized to administer said program.

DULY AND REGULARLY ADOPTED this 8th day of May, 2018.

CITY OF ROHNERT PARK


Pam Stafford, Mayor

ATTEST:


Caitlin Saldanha, Assistant City Clerk

Attachment: Exhibit A

AHANOTU: Absent BELFORTE: Absent MACKENZIE: Aye CALLINAN: Aye STAFFORD: Aye
AYES: (3) NOES: (0) ABSENT: (2) ABSTAIN: (0)

EXHIBIT "A"

RECRUITMENT AND RETENTION INCENTIVE PROGRAM FOR PUBLIC SAFETY POSITIONS

The Recruitment and Retention Incentive Program will be in effect from May 9, 2018 through May 9, 2021. At the City Manager's discretion, the program may be suspended prior to May 9, 2021 or extended beyond May 9, 2021. The Program will consist of recruitment and retention bonuses, additional paid leave incentives, and an employee referral bonus.

1. Recruitment and Retention Bonus

a. \$20,000 for Lateral Public Safety Officer or Lateral Public Safety Dispatcher

A new full-time employee hired as a Lateral Public Safety Officer or Lateral Public Safety Dispatcher who has not previously worked for the City of Rohnert Park will be eligible to receive a one-time recruitment and retention bonus in the amount of \$20,000. The one-time recruitment and retention bonus will be paid as follows:

- \$5,000 upon completion of field or communications training program
- \$5,000 upon completion of probationary period
- \$10,000 upon completion of three years of service

b. For the purposes of this program, a Lateral Public Safety Officer is defined as an officer who:

- Is currently employed as a Peace Officer in good standing by a California-authorized jurisdiction
- Has successfully completed Field Training Program in current agency
- Possesses a valid California P.O.S.T. Basic Certificate

c. For the purposes of this program, a Lateral Public Safety Dispatcher is defined as a dispatcher who:

- Has a minimum of two years of dispatching experience within the last three years with a public agency
- Has successfully completed Communications Training Program in current agency
- Possesses a valid California P.O.S.T. Basic Certificate

d. \$8,000 for Public Safety Officer (Academy Graduate)

A new full-time employee hired as a Public Safety Officer (Academy Graduate) who has not previously worked for the City of Rohnert Park, or been sponsored by the City of Rohnert Park in the police academy, will be eligible to receive a one-

time recruitment and retention bonus in the amount of \$8,000. The one-time recruitment and retention bonus will be paid as follows:

- \$2,000 upon completion of field training program
- \$2,000 upon completion of probationary period
- \$4,000 upon completion of three years of service

e. For the purposes of this program, a Public Safety Officer (Academy Graduate) is defined as an entry level officer who:

- Has completed a California P.O.S.T. Certified Police Academy and possesses a certificate of completion

f. The recruitment and retention bonuses are not considered base salary and shall not be included for purposes of retirement benefit calculations or salary increases. The recruitment and retention bonus amounts will be subject to federal and state tax withholding as bonus earnings.

g. Payment of the recruitment and retention bonus is contingent upon:

- Employee must be actively employed at the time of any payment; and
- Employee must be in good standing and not on any form of unsatisfactory performance rating or formal discipline.

2. Additional Paid Leave Incentives for New Lateral Public Safety Officers and Lateral Public Safety Dispatchers

- a. Initial annual leave bank of 40 hours on date of hire.
- b. Initial annual leave accruals set to corresponding years of service in their most recent former agency as an officer or dispatcher.

3. Employee Referral Bonus

- a. An employee who refers a new applicant (not previously employed with the City of Rohnert Park) for the position of Public Safety Officer Trainee, Public Safety Officer (Academy Graduate), Lateral Public Safety Officer or Lateral Public Safety Dispatcher shall be eligible to receive a referral bonus of \$3,000. The referral bonus will only be paid after the successful applicant starts employment with the City in the position for which s/he was referred.
- b. To qualify, the applicant must include the name of the referring employee on the initial application of employment. **This information cannot be added at a later date.**

- c. The referring employee shall not participate in the selection process of the referred applicant.
- d. The City has sole discretion for selection of candidates and the referring employee is not entitled to any information if the referred candidate is not selected.
- e. The referral bonus is not considered base salary and shall not be included for purposes of retirement benefit calculations or salary increases. The referral bonus will be subject to federal and state tax withholdings as bonus earnings.