

**COUNTY OF EL DORADO, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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| <b>Subject:</b><br><br><b>RECRUITMENT SIGNING BONUS</b> | <b>Policy Number</b><br><b>E-7</b>      | <b>Page Number:</b><br><b>1</b>          |
|   | <b>Date Adopted:</b><br><b>5/9/2006</b> | <b>Revised Date:</b><br><b>9/25/2007</b> |

**BACKGROUND:**

Recent recruitment activity has highlighted the need to offer additional incentives to those classifications designated as hard to fill. The Recruitment Signing Bonus Program is commonly used in the recruitment industry to attract experienced candidates in a labor market where a shortage for qualified candidates exist.

**POLICY:**

Hard to fill recruitments as designated by the Chief Administrative Officer (CAO) shall be eligible for a signing bonus in an amount not to exceed \$6,000. ~~The CAO must approve the amount of each signing bonus offered to an applicant upon receipt of justification from the affected department head.~~ The bonus shall be paid over 26 biweekly pay periods beginning the first pay period of employment. Should the employee sever from County service for any reason the remaining bonus shall not be payable. The signing bonus payments may be converted to vacation leave with CAO approval. Any leave provided through this conversion cannot be cashed out until accrued over the 26 pay period time period.

The Board of Supervisors may consider exceptions to this policy on a case-by-case basis due to special circumstances.

**PROCEDURES:**

Human Resources shall recommend to the CAO hard to fill positions where a signing bonus may increase the number of qualified candidates. Upon concurrence of the CAO, Human Resources shall advertise the additional signing bonus benefit. Prior to offering a recruitment signing bonus to an applicant, the requesting department head must provide justification for the specific amount of the bonus to the CAO, who will make the final determination.

Recruitments designated as hard to fill must have been advertised in at least five or more venues approved by Human Resources and one of the following:

- Two or more failed recruitments have occurred for that classification (less than five qualified applicants were received).
- An open until filled recruitment has received less than three qualified applicants per month for at least three months.
- A recruitment for a classification was open for at least three months without receiving five or more qualified applicants.
- The classification is considered critical to the operation of a program or facility (e.g. minimum of mandated staffing levels are not being maintained, there is a strong possibility that loss of grant funding will occur, there is a risk that closure of programs or facilities will occur).

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- The Department has experienced a 25% or higher vacancy rate for six or more months for a classification with multiple allocated positions (excluding new allocations).
- The Department has unsuccessfully explored alternate means of accomplishing the work.
- At least 75% of the applicants have not met the minimum qualifications established for the class.