



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: RECRUITMENT SIGNING BONUS	Policy Number: E-7	Page Number: 1 of 2
	Date Adopted: 5/9/2006	Date Revised: 9/25/2007

BACKGROUND/PURPOSE:

Recent recruitment activity has highlighted the need to offer additional incentives to those classifications designated as “hard to fill” in accordance with this policy. ~~The~~ Recruitment ~~S~~igning ~~b~~onus ~~p~~rograms ~~are~~ ~~is~~ commonly used in the recruitment industry to attract experienced candidates in ~~a~~ labor markets ~~s~~ where a shortage ~~for~~ ~~of~~ qualified candidates exists ~~s~~.

POLICY:

~~Hard to fill~~ ~~r~~ecruitments ~~as~~ designated as “hard to fill” by the Chief Administrative ~~O~~fficer (CAO) shall be eligible for a signing bonus in an amount not to exceed \$6,000. The bonus shall be prorated equally and paid over 26 biweekly pay periods, beginning the first pay period of employment. Should the employee sever from County service for any reason, ~~the~~ ~~any~~ remaining prorated bonus payments shall not be payable. The signing bonus payments may be converted to vacation leave with CAO approval ~~;~~ provided, however, that a Any leave provided through this conversion cannot be cashed out until accrued ~~over the 26 pay period time~~ during the payout period.

PROCEDURES:

Human Resources shall recommend to the CAO those “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 (i) provide justification for the specific amount of the bonus to the CAO, who will make the final determination; and (ii) demonstrate that the amount of the proposed signing bonus is included in the department’s budget.

To be designated as “hard to fill,” a ~~r~~ ~~recruitments~~ ~~designated as hard to fill~~ must have been advertised in at least five or more venues approved by the Human Resources Department. In addition, the Human Resources Department must find that ~~and~~ ~~one~~ or more of the following conditions pertains to the recruitment:

- Two or more failed recruitments have occurred for that classification (i.e., less than five ~~qualified applicants~~ applications from qualified candidates were received).



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- ~~An~~For an open until filled recruitment, the Human Resources Department has received applications from three or fewer ~~less than three~~ qualified applicants per month for at least three consecutive months.
- A recruitment for a classification was open for at least three months without receiving applications from at least five ~~or more~~ qualified applicants.
- The classification is considered critical to the operation of a program or facility (e.g. minimum legally mandated staffing levels are not being maintained, there is a strong possibility that loss of grant funding will occur, or there is a risk that closure of programs or facilities will occur).
- 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 for a classification ~~have not met~~ do not meet the minimum qualifications established for the class.

REFERENCE None

RESPONSIBLE DEPARTMENT Human Resources

DATES ISSUED AND REVISED SUNSET DATES

5/9/2006

None

9/18/2007

None

XX/XX/2013

November 30, 2017