



Santa Barbara Countywide Policy Manual

Subject/Title: New Hire and Promotional Incentives Policy	Number: 2.1.20
Responsible Department: Human Resources	Dept. Reference: N/A
Approved by: Board of Supervisors	
Original Policy: 4/18/2000 Revisions: 3/13/2007; 6/19/2018	
Meet and Confer Obligations:	
Scope of Application:	

New Hire and Promotional Incentives Policy

The Board of Supervisors recognizes that the County of Santa Barbara faces significant challenges in attracting, promoting and retaining highly qualified candidates for critical positions, including but not limited to department heads, assistant department heads, emergency responders, nurses, doctors, and other specialized technical/professional positions.

The following policy is designed to assist the County in its efforts to fill positions by providing new hire recruiting and promotional incentives, and reimbursements. This policy provides a flexible mechanism for attracting quality outside talent to, and creating internal promotional incentives for critical County position through discretionary incentives and reimbursements, that can be used for expenses related to relocation, temporary housing, rental/lease, education loans, cash incentives, or other expenses approved by the County Executive Officer (**CEO**), a designee assigned by the CEO in writing, an Assistant County Executive Officer (**ACEO**) or the Human Resources Director.

Section 1 - New Hire Recruiting Incentives:

Prior to opening a recruitment, or upon making a job offer, a Department Head, in consultation with the Human Resources Director, may identify if the offer could benefit or be enhanced through the utilization of the incentives allowed under this policy. Incentives, not to exceed the maximum amount described in Section C, will be funded by the hiring department and may be used as a recruiting tool to incentivize candidates to consider and accept County employment. The New Hire Recruiting Incentives are designed as tools to be used in the recruiting process and include, but are not limited to:

A. Relocation Costs:

The following applies to candidates who have accepted a job offer and reside outside the County.

1. Housing/lodging costs include but are not limited to:

- a) Lodging while seeking housing
- b) Rentals - daily, weekly, monthly including lease/rental expenses and/or agreements

2. Transportation costs related to relocation:

- a) Private car mileage reimbursement in accordance with Internal Revenue Service standard rate
- b) Airline travel (one round trip)
- c) Rental car

3. Meals related to relocation:

- a) Per diem while appointee seeks local housing (per diem rates set by the Office of Auditor-Controller)

4. Moving and storage costs:

- a. Costs for the appointee to move household goods/furniture or for temporary storage.
- b. Newly hired employees relocating to Santa Barbara, Ventura, San Luis Obispo, or Los Angeles County may obtain reimbursement for a variety of relocation expenses as outlined above.
- c. The employee is responsible for making his/her own relocation arrangements.
- d. Employees may not claim more than the authorized recruiting incentive.

B. Compelling Business Needs:

Upon recommendation by the Human Resources Director, the CEO, a designee assigned by the CEO in writing, or an ACEO is authorized to approve up to the maximum amount,

as described in Section C below, for any special or compelling business need that would help the candidate in the decision to accept the job offer.

These can include any or all of the following:

1. Permanent housing offset
2. Student loan offset
3. Cash incentive
4. Vacation & sick leave pre-accruals
 - a) Approve vacation and/or sick leave banks equal to the first year's accrual in addition to any MOU/Management Resolution provisions.
 - b) No portion of the sick leave accrual is payable upon termination.
 - c) Advanced vacation accrual hours are subject to usage limitations as outlined in MOU/Management Resolution.

B. Maximum Incentive Allowed

1. The incentives outlined throughout the policy shall not exceed a total of \$20,000. The CEO, a designee assigned by the CEO in writing, an ACEO or Human Resources Director has the authority to structure recruiting incentives to meet recruiting goals that are in the best interest of the County. This includes paying the incentive as a lump sum or structuring the payout in increments over a period of time.
2. The CEO shall request Board of Supervisors' approval for the incentives that total higher than \$20,000, on either an individual basis, or by types of position or job classification.
3. Any employee who separates from regular County of Santa Barbara service prior to the completion of two full years (24 months) of County employment shall be required to repay the County for the incentive paid to them. Upon recommendation of the Human Resources Director, the CEO has the authority to waive this requirement, based on employee's contribution to the organization or other special circumstances. The County of Santa Barbara will pursue the collection of the incentive paid through the appropriate channels.
4. The Human Resources Director has the authority to prorate (by months of completed service) the incentive repayment requirement, based on the employee's contribution to the organization or other special circumstances, without approval from the CEO. The County of Santa Barbara will pursue the collection of the incentive paid through the appropriate channels.

Section 2 – Leadership Class Promotional Incentive:

A one-time lump sum promotional incentive can only be awarded if the promotional salary is not set above the designated control point, (as described in the Management Classification and Salary Plan). Prior or upon making a promotional offer to a current

employee promoting to a Leadership Class, a Department Head, in consultation with Human Resources Director, may identify if the offer could benefit, or be enhanced through utilization of this incentive. Incentives are not to exceed \$3,500 and will be funded by the promoting department. The following evaluation criteria should be applied to determine if t such an incentive makes sound business sense (including but not limited to):

1. The new base salary offered is set at the designated control point (as described Management Classification and Salary Plan) of the new range and is still insufficient to incentivize internal applicants.
2. Moving from a non-leadership job class into a leadership job class results in significant changes to the employee's pension plan contributions.
3. The promotion will result in the employee having to commute a significant distance to the new job location (new commuting distance has to exceed 85 miles one-way or 170 mile roundtrip on a daily basis).
4. The position is hard to fill as defined by recruiting and/or promotional difficulty (i.e. lack of internal or external applicants etc.)

The incentive will take the form of a non-base building cash incentive and applies to regular and probationary employees.

If an employee receives this incentive, their base salary cannot exceed the designated control point (as described Management Classification and Salary Plan) of the range into which they are promoted into.

Leadership Class Promotion Incentive is not subject to repayment provisions.

Section 3 – Taxation and Documentation

1. All incentive amounts paid under this policy are fully taxable for Federal and State purposes and will be paid via Payroll.
2. The taxation of incentives under this policy is determined in accordance with Federal and State tax laws.
3. Original documents are required to substantiate costs incurred.
4. Payment will be issued by Auditor Controller Payroll Division upon receipt of approved New Hire and Promotional Incentives Authorization Worksheet and Claim Form(s).