

New Hire Incentive Bonus Program Procedures

Description

El Dorado Transit offers a hiring incentive bonus to newly hired Transit Operators. New Hires may be awarded a new hire incentive bonus of up to \$1,000 in total (less taxes) upon successful completion of full probationary period for Regular Transit Operators (RTO) or twelve (12) consecutive months of employment or 940 work hours (whichever is later) for Extra-Help Transit Operators (EHTO).

Eligible new hires must complete, sign and date the New Hire Incentive Bonus Form.

Program Rules

- New hire incentive bonuses are only applicable to the Transit Operator Job Classification (Regular and Extra-Help).
- New hire incentive bonus does not apply to re-hires or promotional opportunities.
- To be eligible for the new hire incentive bonus, candidates must meet the minimum qualifications of the Transit Operator job description. Only candidates that meet the minimum qualifications for the position will be considered.
- All new hires will be evaluated for employment consistent with the agency's recruiting program and procedures.
- Any disputes or interpretations of the new hire incentive program will be handled by the Executive Director or his/her designee.
- Employees must remain employed with El Dorado Transit pursuant to terms and conditions required for distribution of payments to receive all awards of the bonus program.
- All information regarding the hiring decision will remain strictly confidential.
- El Dorado Transit reserves the right to suspend or discontinue the program at our discretion, with the understanding that any current participants within the program at that time would be grandfathered in until they have completed the required time frames for distribution of bonuses.

Distribution of Payments:

- Eligible Regular and Extra-help Transit Operator new hires shall receive \$250.00 the first full pay period following their original date of hire.
- Eligible Regular Transit Operator new hires shall receive \$250.00 the first full pay period following successful completion of their initial six (6) month probationary period.
- Eligible Regular Transit Operator new hires shall receive \$500.00 the first full pay period following successful completion of their full probationary period which may be the twelfth (12th) or fifteenth (15th) month of employment.
- Eligible Extra-help Transit Operator new hires shall receive \$250 following six (6) consecutive calendar months of employment or 470 work hours (whichever is later).
- Eligible Extra-help Transit Operator new hires shall receive \$500 following twelve (12) consecutive calendar months of employment or 940 work hours (whichever is later).

New Hire Incentive Bonus Form

Job Class:	Job Requisition #:
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Applicant's Name: _____ Phone: _____

I have read and understand the New Hire Incentive Program rules.

Applicant's Signature Date

How did you hear of this job recruitment (please check one): _____ Newspaper
_____ Craigslist _____ Temp Agency _____ Other (please explain)

If you have been referred by a current employee, please complete the following information:

Current Employees Name:

INTERNAL USE ONLY: (Original to Payroll)
To: Payroll
From: Human Resources
Applicant's DOH:
Target Date for 1 st award payment: _____ (first full pay period following DOH)
Target Date for 2 nd award payment:
Target Date for final award payment:
Signature & Date of Approval from HR:
Signature & Date of Approval from Executive Director:
Initial of Receipt & Date from Accounting: