

AGENDA ITEM 1H  
Consent Item

**MEMORANDUM**

**DATE:** February 3, 2022  
**TO:** El Dorado County Transit Authority  
**FROM:** Maria Harris, Human Resources Manager  
**SUBJECT:** New Hire Incentive Program

**REQUESTED ACTION:**

**BY MOTION,**

**Approve an increase to the New Hire Incentive Program from \$1,000 to \$2,000.**

**BACKGROUND**

El Dorado County Transit Authority (El Dorado Transit) Board of Directors approved the New Hire Incentive Program on March 5, 2020, for Transit Operators and approved an expansion of the program on August 5, 2021, to include all job classifications excluding management positions.

To date El Dorado Transit has awarded partial bonuses for two (2) Transit Operators hired in 2021, one (1) of which is currently still employed.

**DISCUSSION**

El Dorado Transit staff is continually re-evaluating our recruiting procedures and remains proactive in an effort to attract qualified employees from a shrinking pool of candidates. El Dorado Transit is competing with other transportation providers within the region for job candidates. Recent research of surrounding transit agencies indicates that some are currently offering comparatively larger new hire incentive bonuses.

Staff is recommending an increase to the amount offered under the new hire incentive program from \$1,000 to \$2,000 to draw in those applicants who would otherwise be looking elsewhere within the county and beyond for gainful employment. No other significant changes to the program requirements are recommended.

Staff will continue to analyze recruitment and retention trends over the coming year to assess the cost effectiveness of the program and will recommend continuation, revision, or termination of the program based on the findings and future budgetary constraints.

A draft copy of the updated program rules and procedures is attached for Board review and approval.

**FISCAL IMPACT**

Funding estimates for the new hire incentive program have been adjusted based on recent hiring and retention levels. The program expenses are within the adopted current Fiscal Year 2021/22 Operating Budget.

Projected Fiscal Year 2021/22

New Hire Incentive Bonus - \$12,000

## **New Hire Incentive Bonus Program Procedures**

### **Description**

El Dorado Transit offers a hiring incentive bonus to eligible newly hired Regular and Extra-Help employees. New hires may be awarded a new hire incentive bonus of up to \$2,000 in total (less taxes) upon successful completion of full probationary period for Regular Employees (RE) or twelve (12) to fifteen (15) consecutive months of employment or 940 work hours (whichever is later) for Extra-Help positions (EH).

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

### **Program Rules**

- New hire incentive bonuses are applicable to all job classifications including Extra-Help with the exception of management job classifications.
- 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 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 settled by the Executive Director or his/her designee.
- Employees must remain employed with El Dorado Transit to receive all awards of the bonus program, pursuant to terms and conditions required for distribution of payments.
- 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. If the program is suspended, any current participants at that time will remain eligible to receive bonus distributions until they have completed the required time frames.

### **Distribution of Payments:**

- Eligible Regular and Extra-help new hires shall receive \$500.00 the first full pay period following their original date of hire.
- Eligible Regular new hires shall receive \$500.00 the first full pay period following successful completion of their initial six (6) month probationary period.
- Eligible Regular new hires shall receive \$1,000.00 the first full pay period following successful completion of their full probationary period which may be the twelfth (12th) or fifteenth (15<sup>th</sup>) month of employment.
- Eligible Extra-help new hires shall receive \$1,000 following six (6) consecutive calendar months of employment or 470 work hours (whichever is later).
- Eligible Extra-help new hires shall receive \$1,000 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:  
\_\_\_\_\_

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