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**NAPA COUNTY  
HIRING AND PROMOTIONAL INCENTIVE PILOT PROGRAM POLICY**

**I. STATEMENT OF POLICY**

The purpose of this policy is to provide guidelines and procedures for the Hiring and Promotional Incentive Pilot Program used to help fill vacancies designated as hard-to-fill, and those that require specialty trainings or degrees (See Attachment A for eligible classifications).

The overarching goal of this pilot program is to enhance recruitment efforts to attract and retain the best-qualified candidates over an eight-year pilot program term beginning October 1, 2017 and concluding September 30, 2025. The Hiring and Promotional Incentive Pilot Program outcomes are evaluated regularly, and this policy may be updated during the pilot program term.

**II. SCOPE OF POLICY**

Napa County recruits, hires, and strives to retain the best-qualified candidates for every vacant position within the County. This policy applies to candidates hired to fill vacancies in designated regular (not extra-help) hard-to-fill full-time positions. The County Executive Officer and Human Resources Director will review requests to apply these incentives to classifications not listed in Attachment A on a case-by-case basis.

**III. NAPA COUNTY HIRING INCENTIVE POLICIES**

**A. Signing Bonus Program Policy**

A signing bonus is used in situations where comparable agency practices and the budgetary climate support the practice of paying additional compensation to a new hire.

1. The hiring Department may pay a signing bonus to a selected internal or external candidate if the County Executive Officer and Director of Human Resources determine that the position is hard-to-fill in the absence of an incentive. If approved, a one-time signing bonus of \$5,000 shall be paid. The bonus shall be considered taxable income and used in determining the employee's regular rate of pay for FLSA purposes, but not included as compensation for purposes of retirement calculations.
2. Signing bonus funds will be disbursed to the selected candidate as follows:

- i. \$2,500 of the signing bonus shall be paid in the second pay period of employment.
  - ii. \$2,500 balance of the signing bonus shall be paid after the successful completion of a probationary period or at the conclusion of twelve months of employment for eligible at-will classifications, whichever occurs first.
3. To receive the signing bonus, a hired employee's start date must fall within the Hiring and Promotional Incentive Pilot Program dates of October 1, 2017 and September 30, 2025.

### **B. Employee Referral Program Policy**

1. The Employee Referral Program (ERP) rewards permanent status Napa County employees when a new external candidate is hired into an eligible hard-to-fill position (See Attachment A) as a result of the referral. This program serves as motivation for current Napa County employees to tell their friends, family, or former work colleagues about current Napa County recruitment efforts, in exchange for a referral bonus.
2. Employee Eligibility – All regular Napa County employees in a paid status or on an approved leave of absence are eligible to participate. The following employees are excluded from being eligible: extra help employees, County Executive Office employees (and the Divisions within), and those employees whose normal work duties include the hiring process (i.e. Departmental HR Liaisons and Sergeants that have participated in the particular hiring process within the Sheriff's Office or Napa County Department of Corrections).

If an employee wishes to participate in the Employee Referral Program, the employee or any relative of the employee is strictly prohibited from any participation in the hiring selection process.

3. Submission of Application – It is the referred candidate's responsibility to submit their employment application through the designated Napa County applicant tracking system during the open period of the recruitment for the hard-to-fill position.
4. Hired Candidate – A hired candidate is one who is actually interviewed and hired, not just presented for consideration. To be considered as an eligible referral, Human Resources must not have a prior employment application from the candidate or presentation from an outside search firm for the candidate dated within the past 12 months. The candidate must be a new employee, and not currently or previously employed with Napa County in any capacity (including extra help).

5. Referral Bonus – All current regular (non-probationary, non-temporary or non-extra-help) County employees that refer a candidate who is ultimately hired into a hard-to-fill position listed in Attachment A (or designated as such by the County Executive Officer and Director of Human Resources) of this policy are eligible to apply for a referral bonus of \$750. The bonus will be considered taxable income and used in determining the employee’s regular rate of pay for FLSA purposes, but not included as compensation for purposes of retirement calculations.
6. Referral Bonus Process – To submit a referral, please complete and submit the online referral form as soon as you know the candidate has applied for the hard-to-fill position, including your e-mail or physical address. Only one referral bonus will be paid per hired candidate. Hired candidates must confirm the referral source through the online approval process before a bonus is approved. When one or more employee refers a candidate, the hired candidate’s confirmation of who referred them will be the determining factor, and that employee will receive the referral bonus.
7. A referral must be confirmed prior to a hired candidate’s start date. Any referrals after the hired candidate’s start date will not be accepted.
8. Status of Referral – All online submissions of referrals expire one year from the submission date. You may refer the same candidate again once the referral expires (if they were not hired through a previous referral).
9. To be eligible to receive the referral bonus, a hired employee’s start date must fall within the Hiring and Promotional Incentive Pilot Program dates of October 1, 2017 and September 30, 2025.
10. Method of Payment – Once the candidate is hired following an eligible referral and has successfully completed a probationary period or 12 months of employment for eligible at-will classifications, the County will process the referral on file and request the check for the referral bonus. Checks will be mailed to former employees who leave the County in good standing (as defined in the County Policy Manual) after the successful completion of a hired referral’s probationary period.

**C. Vacation Leave Bank Incentive Program Policy**

1. The Vacation Leave Bank Incentive Program only applies to lateral transfers from other public agencies (includes cities, counties other than Napa County, special districts, state, or federal government agencies) hired into a hard-to-fill position at the Napa County Sheriff’s Office or Department of Corrections. Hired incumbents receive a lump sum distribution of 40 hours at the time of hire, and an additional 40 hours after successful completion of probation, or after 12 months of employment, whichever occurs first, for eligible at-will classifications.

2. Incumbents participating in the Vacation Leave Bank Hiring Incentive Program shall also accrue their normal vacation time at a rate in accordance with their respective Memorandum of Understanding, if applicable, or County policies.
3. The incumbent may utilize the Vacation Leave Bank hours in addition to the vacation hours they normally accrue. However, all usage of vacation hours shall be approved in a manner consistent with the incumbent's department vacation usage policies.
4. For a hired candidate (external agency candidates only) to be eligible to receive the Vacation Leave Bank incentive, their start date must fall within the Hiring and Promotional Incentive Pilot Program dates of October 1, 2017 and September 30, 2025.

**D. Loan Forgiveness Program Policy**

1. Applicants appointed to an eligible hard-to-fill classification that attended and received a degree (Associate's or Bachelor's) consisting of a minimum of 60 credits/units at a regionally accredited school by the Council of Regional Accrediting Commissions are eligible to receive a payment up to \$20,000 (or \$30,000 if certified bilingual by Napa County) towards a student loan in good standing (i.e. not in default). Loans must be existing loans, which the employee can prove they held as of their hire date and borrowed while attending the accredited institution during the time the degree was earned. All payments shall be made directly to the student loan lender once appropriate verifications have been made.
2. In order to be eligible for this loan forgiveness, the employee must complete 5 years of satisfactory service with Napa County, without a break in service. At the conclusion of five years of satisfactory service, eligible employees must provide a current loan statement to Human Resources, and documentation proving the loan existed at the time of their appointment.
3. To be eligible to receive the loan forgiveness, a hired employee's start date must fall within the Hiring and Promotional Incentive Pilot Program dates October 1, 2017 and September 30, 2025.

**E. Annual Internal Recruitment for Transfer from Department of Corrections to Sheriff's Department**

1. Current Department of Corrections Correctional Officers will be eligible to apply for a promotion from the Department of Corrections to the Sheriff's Department on an annual basis. A Countywide promotional process will enable Correctional Officers to apply for this promotional opportunity. Candidates will be required to take and pass the P.O.S.T. Pellet-B examination with a score of 50.0 or higher and take and pass the physical agility test (PAT). In addition, if a candidate passes the aforementioned examinations, they will

also be required to participate in and pass an oral panel examination with the Sheriff's Department.

2. In order to qualify for this opportunity to the Sheriff's Department, the employee must have at least 3 years of service in the Department of Corrections for Napa County as a Correctional Officer. The candidate must be meeting standards at the time of their last performance evaluation.

**Attachment A**

The following positions are designated as hard-to-fill for the purposes of the Hiring Incentive Pilot Program Policy:

- Staff Psychiatrist
- Deputy Sheriff Trainee/I/II/Senior
- Correctional Officer I/II
- Any classification designated as hard-to-fill approved by the County Executive Officer and the Human Resources Director.