



Napa County

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Legislation Details (With Text)

File #: 21-890 **Version:** 1

Type: Resolution **Status:** Agenda Ready

File created: 9/9/2021 **In control:** Board of Supervisors

On agenda: 9/28/2021 **Final action:**

Title: Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy, effective October 1, 2021, to make various changes to the term and program language.

Sponsors: Human Resources – Division of CEOs Office

Indexes:

Code sections:

Attachments: 1. Resolution, 2. Exhibit A - Policy Manual Section 37BB (with tracked changes), 3. Exhibit A - Policy Manual Section 37BB (final version)

Date	Ver.	Action By	Action	Result
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TO: Board of Supervisors

FROM: Christine Briceño - Director of Human Resources

REPORT BY: Kevin Lemieux - Senior Human Resources Analyst

SUBJECT: Resolution Amending the Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy

RECOMMENDATION

Director of Human Resources requests adoption of a Resolution amending Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy, effective October 1, 2021, to make various changes to the term and program language.

EXECUTIVE SUMMARY

If approved, the requested action will update the Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy by changing the policy language, including extension of the term, and revising the timing of the signing bonus and vacation leave bank awards.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? No

County Strategic Plan pillar addressed: Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Napa County recruits, hires, and strives to retain the best-qualified candidates for every vacant position throughout the County. The previously approved Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy supports those efforts by targeting hard-to-fill vacancies with additional incentives. The classifications identified in the policy were determined to be hard to fill based upon turnover rates and vacancy rates. Since the adoption of the Hiring and Promotional Incentive Pilot Program in September 2017, there has been a positive impact on the County's ability to attract and retain highly qualified candidates to hard-to-fill positions.

The four-year term of the proposed Hiring and Promotional Incentive Pilot Program is scheduled to expire on September 30, 2021. With the conclusion of the term nearing, program outcomes were evaluated, and Human Resources recommends that the term of the pilot program be extended an additional four years through September 30, 2025. In addition to the extension of the pilot program term, there are other language and incentive timing adjustments recommended in Exhibit A. Lastly, the proposed revision includes new language authorizing the County Executive Officer and Director of Human Resources to apply these incentives to any positions they deem hard-to-fill.

Therefore, the Director of Human Resources recommends the adoption of a resolution amending Napa County Policy Manual Part I: Section 37BB, Hiring and Promotional Incentive Pilot Program Policy Hiring and Promotional Incentive Pilot Program, effective October 1, 2021.