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**Revised 11-12-24 (Eff 11-12-24); Resolution 2024-\*\*\***

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

**I. STATEMENT OF POLICY**

The purpose of this policy is to provide guidelines and procedures for the Hiring and Promotional Incentive 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).

**II. SCOPE OF POLICY**

Napa County recruits, hires, and strives to retain the best-qualified candidates for every vacant County position. 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 of \$15,000 to a selected internal or external candidate if they are hired into a regular position listed in attachment A or if the County Executive Officer and Director of Human Resources determine that the position they are hired into is hard-to-fill. The signing 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. Newly hired Deputy Sheriff Trainee/I/II/Senior employees are eligible for specific signing bonuses in recognition of prior law enforcement service with any other law enforcement agency in the capacity of a sworn law enforcement officer based on the following scale:

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**PART I: SECTION 37BB**

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Months of Service	Signing Bonus Amount
0 to 60	\$15,000
61 to 120	\$20,000
120 +	\$30,000

Note: Proof of prior service must be provided within 30 days of hire.

3. Signing bonus funds will be disbursed to the selected candidate as follows:
  - i. The County shall pay 50% of the signing bonus within 3 pay periods of the employee’s first day of employment.
  - ii. The 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.

**B. Employee Referral Program Policy**

1. The Employee Referral Program (ERP) rewards permanent status Napa County employees when they refer a new external candidate who is hired into an eligible hard-to-fill position. This program serves as an incentive for current Napa County employees to tell their friends, family, or former work colleagues about current Napa County recruitment efforts.
2. Most 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 the ERP: extra help employees, County Executive Office employees (and the Divisions within), and those employees whose normal work duties include the hiring process. If an employee wishes to participate in the ERP, the employee or any relative of the employee is strictly prohibited from any participation in the hiring selection process.
3. 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. 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 a current or previous employee with Napa County in any capacity (including extra help).
5. 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 as a hard-to fill position) of this policy are eligible to apply for a

referral bonus of \$1,000. 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. Current employees that make a referral that leads to the County hiring an individual in a hard-to-fill position may be eligible for an Employee Referral Bonus (ERP). Once an employee is aware that their referred candidate has applied for the hard-to-fill position, the employee must submit an online referral form. Hired candidates must confirm the referral source through an online approval process before a bonus is approved. Only one ERP bonus shall be paid per hired candidate. When more than one employee refers a candidate, the hired candidate's confirmation of who referred them will be the determining factor for which employee will receive the ERP bonus.
7. To receive the ERP bonus, the County must confirm a referral prior to the referred candidate's start date. Any ERP bonus requests made after the hired candidate's start date are not eligible. ERP submissions expire one year from County's date of receipt. Candidates can be re-referred after the one-year mark if they were not hired through a previous referral.
8. 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 ERP 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 transfers from other agencies with prior law enforcement service in the capacity of a sworn law enforcement officer hired into a hard-to-fill position at the Napa County Sheriff's Office or Napa County Department of Corrections. Other public agencies include; cities, counties, other than Napa County, special districts, state agencies and federal government agencies. Hired incumbents with 0 to 60 months of law enforcement service will 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. Hired incumbents with 61 or more months of prior law enforcement service will receive 80 hours at the time of hire. Proof of prior law enforcement service with another law enforcement agency in the capacity of a sworn law enforcement officer must be provided within 30 days of employment

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 in accordance with County policies.
3. Incumbents 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 an incumbent's department vacation usage policies.

**D. Loan Forgiveness Program Policy**

1. Applicants appointed to an eligible hard-to-fill classification that attended a Council of Regional Accrediting Commissions accredited school and received an Associate's or Bachelor's degree consisting of a minimum of 60 credits/units are eligible to receive a payment up to \$20,000 (or \$30,000 if certified and receiving a bilingual differential) 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. To be eligible for the Loan Forgiveness Program, an employee that meets the requirements described above must complete 5 years, without a break in service, of satisfactory service with Napa County. At the conclusion of five years of satisfactory service, eligible employees must provide a current loan statement to the Director Human Resources, and documentation proving the loan existed at the time of their appointment. Satisfactory service is determined by the Director of Human Resources and the County Executive Officer.

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

1. Current Correctional Officers will be eligible to apply for a promotion from the Napa County 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. To qualify for this opportunity to transfer to the Sheriff's Department, an employee must have at least 3 years of service as a Correctional Officer for the Napa County Department of Corrections. The candidate must also have been meeting standards in their most recent performance evaluation.

**Attachment A**

The following positions are designated as hard-to-fill for the purposes of the Hiring Incentive 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.