



City of Culver City

Staff Report

File #: 23-855, Version: 1

Item #: C-8

CC - CONSENT ITEM: Approval of the Citywide Recruitment and Referral Incentive Program to Miscellaneous Labor Groups to Advance the Recruitment and Retention Efforts of the City.

Meeting Date: April 24, 2023

Contact Person/Dept.: Stephanie Condran / Human Resources
Phone Number: (310) 253-5640

Fiscal Impact: Yes No **General Fund:** Yes No

Attachments: Yes No

Commission Action Required: Yes No

Public Notification: (E-Mail) Meetings and Agendas - City Council (04/19/2023)

Department Approval: Dana Anderson, Director of Human Resources (04/11/2023)

RECOMMENDATION

Staff recommends the City Council approve the Recruitment and Referral incentive program to advance the recruitment and retention efforts of the City.

BACKGROUND / DISCUSSION

Recruitment Incentive Program:

The purpose of the Recruitment Incentive Program is to provide an extra incentive to attract high quality candidates in positions that have been traditionally difficult to fill and/or experienced high turnover. The program can bridge the gap between the salary that the applicant is seeking and the proposed offer and gives an added incentive to candidates. It will also save the City from incurring annual/structural costs associated with higher salaries. The Recruitment Incentive Program is also intended to help attract candidates to the City of Culver City in a challenging time related to the ongoing impacts of "The Great Resignation," which began in 2021. The program would also provide the City Manager the authority and discretion to extend the incentive under special circumstances.

| Program Overview | Amount | Exclusions |
|---|--|---|
| 1. Department head is required to provide a written justification for recruitment sign-on bonus to candidate 2. Candidates for miscellaneous (non-Public Safety) position(s) who have not worked for the City of Culver City within the past two (2) years 3. The position has high turnover or is difficult to fill (justification required) 4. Departments can choose to offer partial sign-on bonus (approval required) 5. Sign-on bonus is not considered salary and not included in retirement benefit calculation | 1. One time sign-on bonus of up to \$3,000 paid as follows 2. Up to \$1,000 paid within two pay periods after employment commences for candidate 3. Up to \$1,000 upon successful completion of 6-months of employment 4. Up to \$1,000 upon completion of 12 months of service with the City | 1. Current Employees 2. Public Safety - currently have established recruitment/referral programs |

Referral Incentive Program:

The Referral Program is to incentivize current City staff to refer qualified applicants to the City.

Program Guidelines

Incentive Amount of \$1000 to be paid in two installments.

- The candidate must identify the referrer’s first and last name, and employee ID number within their application when the application is submitted. Retroactive entries will not be honored.
- If more than one employee refers the same candidate, the first referrer will receive the incentive.

Referral payments will be made in two installments as follows:

- \$500 within two pay periods after employment commences for candidate
- \$500 upon the completion of 6 months, to be made within two periods post 6-month probationary period (if applicable).
- The employee who makes the referral must be on active payroll at the City of Culver City to receive incentive payment.
- Promotional Job Opportunities are excluded.

FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2022/2023 includes sufficient funding within each department’s

budget to incorporate the recruitment and referral bonuses. These incentives will be a departmental expense.

ATTACHMENTS

None

MOTIONS

That the City Council:

1. Approve the recruitment and referral incentive program; and
2. Direct the City Manager to execute a Side Letter Agreement between the City of Culver City and the Culver City Management Group (CCMG) and between the City of Culver City and the Culver City Employee's Association (CCEA).