

6.32 - HIRING BONUS - EMPLOYEES IN DESIGNATED CLASSES THAT REQUIRE COMPLETION OF A SPECIFIED COLLEGE DEGREE OR PROFESSIONAL CREDENTIALS

Employees in designated classes that require completion of a specified college degree or professional credentials who are appointed on or after the effective date for the class as defined in the table below will receive a lump sum hiring bonus as specified in the table. The employees must meet all requirements and be appointed to one of the classes that are listed in the table below from an open competitive eligible list. Starting July 1, 2014, current employees who have permanent civil service status and who previously have not received a hiring bonus in any class will be eligible if they are being appointed to a class which is in a different series of classes than their current class. (For example, a Graduate Chemist in the 3H series being appointed as a Graduate Civil Engineer in the 3B series.) Current employees with permanent civil service status are not eligible for the bonus if they have received tuition reimbursement from the City of Philadelphia for the degree required by the designated class.

The bonus will be paid in two parts: after the employee has completed three months of satisfactory full-time probationary employment with the City (for employees hired on or after September 1, 2001) and after the employee has completed twelve months of satisfactory full-time employment with the City in one of the designated classes or a higher level class in the same occupational series. Employees must be actively working in the designated class or a higher level class in the same occupational series to receive the bonus.

Employees will not be eligible for any pro-rated portion of the bonus who:

- do not complete the probationary period - six months of satisfactory full-time employment in the designated class or a higher level class in the same occupational series
- terminate employment for any reason in the designated classes or a higher level class in the same occupational series prior to accruing the required amount of experience
- have a less than satisfactory overall performance rating

Employees hired as Real Property Evaluators 1 who have not established residency in Philadelphia are not eligible for either installment. The employees are eligible for both installments at any time before the expiration of the residency waiver for their position when the employees satisfy all residency requirements.

Employees who do not satisfy all residency requirements will not be eligible for the second installment of the bonus

Employees hired as Management Trainees must be assigned to the Office of Human Resources and must possess a Masters degree at the time of appointment in Human Resources Administration, Industrial Relations, Personnel Administration, Industrial Psychology, Management, Business Administration, Public Administration or a related field to be eligible for the hiring bonus. This bonus will be effective for examinations announced after January 1, 2015.

Employees hired as Staff Engineers 2 must be assigned to the Department of Licenses and Inspections to be eligible for the hiring bonus. This bonus will be effective for examinations announced after July 1, 2015.

An employee is eligible to receive the bonus for only one class during his/her career with the City.

Employees will be required to enter into an agreement to return all or part of the bonus if they do not complete one year of satisfactory employment with the City in one of the designated classes or a higher level class in the same occupational series. The bonus is based on recruitment experience for the classes and on the academic credentials that prepare the employees for successful performance of the duties of their class. The bonus will not be added to the calculation of pensions and will not be considered as part of salary when determining pay rate adjustments in accordance with regulation 6.092

Any department that pays a hiring bonus to any employee under the provisions of this regulation must notify the Office of Human Resources in writing upon the employee's completion of all requirements and prior to paying the bonus. The Office of Human Resources will then notify the Finance Department of the employee's eligibility to receive the bonus. The Office of Human Resources will evaluate the bonus program on an annual basis and submit a report to the Civil Service Commission. All components of the program may be continued, adjusted or discontinued by the Civil Service Commission upon the recommendation of the Director of Human Resources.

Class Code	Eligible Classes	Effective Date	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
2A40, 2A05	Auditor Trainee, Accountant / Revenue Examiner / Contract Auditor Trainee	October 1, 2000	\$1000	\$1500
2A41	Auditor 1	October 1, 2022	\$1,000	\$1,500
2D16	Real Property Evaluator 1	January 1, 2014	\$1000	\$1500
2L03	Management Trainee (subject to the above restrictions)	April 1, 2015	\$1000	\$1000
2E02	Procurement Specialist 1	November 1, 2024	\$1000	-
2P01	Airport Operations Trainee	March 1, 2008	\$1000	\$1500
2P17	Airport Enterprise Asset Manager	October 1, 2013	\$1500	\$1500
3B04, 3B60	Graduate Civil Engineer, Graduate Environmental Engineer	October 1, 2000	\$1000	\$ 500

Class Code	Eligible Classes	Effective Date	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
3B10, 3B20	Graduate Electrical Engineer, Graduate Mechanical Engineer	October 1, 2000	\$1500	\$1000
3B07	Streets Graduate Engineer	August 1, 2018	\$1000	\$500
3B76	Staff Engineer 2 (Civil) (Electrical) (Mechanical) (subject to the above restrictions)	September 1, 2015	\$1000	\$1500
3C13	Chief Engineer and Surveyor	December 1, 2012	\$1500	\$1500
3C32	Airport Engineering Manager	April 1, 2013	\$1500	\$1500
3D20	Airport Architectural Director	November 1, 2022	\$1500	\$1500
3F15	Assistant Surveyor and Regulator	April 1, 2015	\$1500	\$1000
3H67	Medical Technologist 1,	September 1, 2008	\$1000	\$1000
3H66	Medical Technologist 2	April 1, 2011	\$1000	\$1000
4A05	Mammographer	September 1, 2020	\$1000	\$1500
4A06	Radiology Services Supervisor	October 1, 2022	\$1000	\$1500
4A29	Radiology Services Administrator	October 1, 2022	\$1000	\$1500
4C02	Community Health Registered Nurse	September 1, 2008	\$1000	\$1000
4C43	Certified Registered Nurse Practitioner	September 1, 2008	\$1500	\$1500
4F series	Dentist - all classes	September 1, 2008	\$1500	\$1500
4J60	Industrial Hygienist	June 1, 2011	\$1500	\$1500
9B02, 9B03	Librarian 1, Librarian 2	June 1, 2001	\$1000	\$1000

Eligible Classes	Effective Date	Education	Experience	
			No Experience	At Least One Year Experience As A Licensed Pharmacist
<ul style="list-style-type: none"> Pharmacist Pharmacy Manager Pharmaceutical Services Director 	January 1, 2003	Doctor of Pharmacy (Pharm.D.)	\$2000	\$3000
	January 1, 2003	BS	\$1000	\$2000

The bonus will be paid in two equal installments as described above for all Pharmacists hired on or after January 1, 2003.

Class Code	Eligible Classes	Effective Date	Upon Hire	Upon graduation from Training Academy	After Twelve Months of Satisfactory Employment following graduation from academy
5H04	Correctional Officer	4/20/2022	\$1000	\$500	\$500

Class Code	Eligible Classes	Effective Date	Upon Hire	After Three Months of Satisfactory Employment	After Twelve Months of Satisfactory Employment
5B21	Juvenile Detention Counselor Trainee	4/20/2022	\$1000	\$500	\$500