

31.88

TEMPORARY HIRING BONUS FOR DESIGNATED HARD TO FILL

CLASSES. Employees in designated classes that are defined as hard to fill by the Director appointed on or after the effective date of February 12, 2024 will receive a lump sum hiring bonus as specified. The employees must meet all requirements and be appointed to one of the classes identified by the Director and approved by the Civil Service Commission. Employees be new employees hired from open-competitive eligible lists and must not have received a hiring bonus in any class in the past. This regulation supersedes the amounts for bonuses offered in accordance with Regulation 6.32.

The bonus will be paid in either two parts: upon hire and after the employee has completed twelve months of satisfactory full-time employment 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. The bonus shall not be eligible for inclusion in terminal leave pay.

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

- do not complete the probationary period with 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

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 for each bonus stage and prior to paying the bonus for that stage-. The Office of Human Resources will then notify the Finance Department of the employee's eligibility to receive the bonus.

All components of the program including, but not limited to, the bonus to be paid, the stage or stages at which it is earned, and the classes eligible to receive it may-be continued, adjusted or discontinued upon the recommendation of the Director of Human Resources and/or the Finance Director. Unless renewed by the Civil Service Commission, in whole or in part, this regulation will sunset upon two years from the effective date of the first bonus implemented and all bonuses provided for in the regulation will terminate upon sunset. Any renewal will last no more than two years.

Class Code job family	Eligible Classes	Total Bonus	Portion Upon Hire	Portion After Twelve Months of Satisfactory Employment
6A01,6K01 6B19,6B22,	Public Safety	20%	10%	10%
7E34, 7E45, 7F04, 7F02,7K02, 7H05, 7H08, 7H11, 7H27, 7H30, 7H31, 7H37, 7H41, 7J01-7J02, 7J05, 7J15,7J34, 7J40, 7K02, 7K15, 7K64, 7Q01, 7Q30, 7Q31, 7Q37, 7E51,	Skilled Trades	15%	10%	5%
3A17, 3B04, 3B10, 3B20, 3B60, 3D01, 3D04, 3F04, 3F15, 3F16, 3H25, 3H48, 3H66-3H67, 4A05	Engineering and Science	10%	5%	5%
2A05-2A06, 2A40,	Accounting and Fiscal	10%	5%	5%
1A37, 7D11, 6J31, 6J41	Service Representatives, Emergency Dispatchers and Custodial Workers	5% all upon hire	N/A	N/A

Class code	Eligible class	Total Bonus	Portion upon graduation from the academy	Portion after one year of satisfactory employment from graduation from academy
5H04	Correctional Officer	20%	10%	10%