



EXHIBIT A

RECRUITMENT AND HIRING INCENTIVES PROGRAM

1. Purpose and Scope.

- 1.1. This purpose of this Policy Resolution is to define a multi-faceted approach to recruitment, outreach and hiring efforts for hard-to-fill positions by establishing recruitment and hiring incentives for employees who are hired by the City of Napa on or after the date Council approves this program.

2. Definitions.

“New Hire Appointment Incentive” - a monetary or accrued leave incentive provided to a new employee by the City as an incentive to join and remain with the City.

“Relocation Assistance”- moving costs, temporary lodging and home-buying/selling assistance as defined by the IRS.

“Vacation Accrual Credit” - up to 80 hours provided at time of appointment and a vacation accrual rate equivalent to that in the new employee’s MOU or applicable terms of employment. The new employee’s years of service will be determined as if their most recent years were with the City of Napa.

“Hard-to-fill” - vacant positions that have historically been difficult to recruit and have few to no qualified applicants, have required multiple recruitment attempts or based on current labor market shortages.

3. New Hire Appointment Incentive.

- 3.1. A professional skills, knowledge and abilities incentive of up to \$15,000 per appointment to a vacant position. Distribution will be defined by the City Manager or designee through the recruitment posting and/or conditional job offer and will define the incentive at time of appointment, completion of probation and/or a specific anniversary date of employment.

4. Relocation Assistance.

- 4.1. Up to \$15,000 per vacant position (to be used for housing relocation, temporary housing costs, moving expenses and other IRS allowable expenses). Relocation assistance may be available if the new employee meets the City’s established residency requirements within two years of appointment.

5. Vacation Accrual Credit.

- 5.1.** New employees who come directly to the City of Napa from prior public service (city, county, district, state, federal or public education setting) in which they were eligible to earn and use vacation leave, may accrue vacation as if all their most recent years of continuous public service were with the City of Napa. Vacation accrual credit of up to 80 hours may be provided at time of appointment and a vacation accrual rate equivalent to that in the new employee's MOU or compensation terms of employment. The new employee's years of service will be determined as if their most recent years were with the City of Napa.
- 5.2.** Vacation accrual credit may also be provided to new employees coming from private sector organizations with significant experience, upon documentation of vacation accrual time with a current employer. Personal Time Off, Discretionary Time Off, and similar leave will be evaluated to determine if they are consistent with Vacation Time.

6. Process for Applying Incentives.

- 6.1.** Department Directors must submit a memo to the City Manager for approval of New Hire Appointment Incentive(s) prior to the beginning of the recruitment process. The memo will include: the reason for the request, the budget allocation, historical recruitment data and/or current market conditions establishing the position is hard-to-fill. Funding for incentives must be predesignated and budgeted accordingly and documented in the memo.
- 6.2.** When requesting Relocation Incentive(s), the Department Director must submit a memo to the City Manager for approval that includes all information required in 6.1. Additionally, the memo will include verification that the new employee meets the IRS criteria for relocation.
- 6.3.** When requesting Vacation Accrual Credit, the Department Director must submit a memo to the City Manager for approval. The memo will include: the reason for the request, and documentation of the new hire's current vacation leave, personal time off, discretionary time off accrual rates that justify the request.
- 6.4.** Once the City Manager approves the request, the memo will be sent to the Human Resources, Finance and originating departments with City Manager approvals.

7. **General Provisions.**

- 7.1. Newly hired employees may receive multiple incentives; each must be approved by the City Manager or designee.