

RESOLUTION NO. _____

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AUTHORIZING AN AMENDMENT TO SECTION 5 – SPECIAL
COMPENSATION SECTION OF MASTER SALARY RESOLUTION 079043**

RESOLVED, by the Board of Supervisors of the County of San Mateo, State of California, that

WHEREAS, section 206a(4) of the San Mateo County Charter authorizes the Board of Supervisors to establish the number of all appointed officers and employees; and

WHEREAS, sections 206a(5) and 508 of the San Mateo County Charter authorize the Board of Supervisors to establish by ordinance or resolution the compensation and benefits of County officers and employees; and

WHEREAS, San Mateo County Ordinance No. 073703 ordered that henceforth the number of County appointed officers and employees and their compensation and benefits shall be established by resolution of the Board of Supervisors; and

NOW THEREFORE, IT IS HEREBY ORDERED that the Board of Supervisors authorizes an amendment to Master Salary Resolution 079043 as follows:

SECTION 1: Section 5 of the Resolution is amended as indicated:

ALL DEPARTMENT

1. **Miscellaneous – Relocation Allowance:**

- A. The County may provide a one-time Relocation Allowance of up to \$15,000.00 in order to alleviate the costs of relocation related expenses, for any new hires into a Department Head, Deputy or Assistant

Department Head position; or a hard-to-fill position, as determined by the Human Resources Director or their designee.

- B. Any offers to pay Relocation Allowance require prior approval by the Human Resources Director. Each request will be reviewed on an individual basis, taking into consideration the reasonableness of the request.
- C. The Relocation Allowance is non-retroactive and applicable only to qualified new hires whose start date is on or after the effective date of this resolution. This allowance is not applicable to current County employees.
- D. Amount of allowance will depend on level of the position in the organization, recruitment history and distance between the new hire's old residence and new workplace and is not to exceed \$15,000.
- E. New hire must repay Relocation Allowance if employment with the County is terminated within a 12-month period.

2. Miscellaneous - Hiring Incentive Pay:

New hires into select hard-to-fill positions as recommended by the Department Head, may be eligible for a hiring incentive with approval from the Human Resources Director or designee. This incentive pay will be evaluated on an annual basis by Human Resources and the County Executive. Eligibility criteria and payment structure of the incentive is outlined below:

- A. First-time external new hires into regular positions determined by the Human Resources Department as hard-to-fill; or current staff promoted internally or from other County departments into regular positions determined by the Human Resources Department as hard-to-fill are eligible for one of two incentive amounts as described below.

- B. Incentive will not apply to:
 - a. Any persons who have already completed the examination process prior to effective date of this allowance, which is March 19, 2023, unless as part of the original Hiring Bonus Pilot.
 - b. Employees who are re-appointed into an applicable job class either by voluntary demotion/reinstatement or rehire/reinstatement.
- C. Employees who voluntarily demote into a non-qualifying job class after receiving a portion of the hiring incentive will no longer be eligible for the program and shall forfeit the remainder of any future amounts.
- D. Final determination of amount and eligibility to receive the incentive shall be the responsibility of the Human Resources Director or designee.
- E. Eligible personnel must maintain satisfactory performance and meet all required training, probationary, and work requirements at each phase to qualify for this program. Failure to complete one of the phases required for each of the payment amounts as defined in Item G below will forfeit all future monetary incentives.
- F. The hiring incentive amount will be prorated for part-time employees based on their full-time equivalent status.
- G. The payment amounts and structure will be as follows, and applicable plan determined by the Human Resources Department:
 - a. Incentive Plan A – up to \$30,000
 - i. Phase I: \$10,000 disbursement upon starting employment into the regular hard-to-fill position.

- ii. Phase II: \$10,000 disbursement upon successful completion of the probationary period or after completing one year of continuous employment (2080 hours) in the regular hard-to-fill position, whichever is later.
- iii. Phase III: \$10,000 disbursement after three (3) years (6,240 hours) of continuous employment in the regular hard-to-fill position.

b. Incentive Plan B – up to \$15,000

- i. Phase I: \$5,000 disbursement upon starting employment into the regular hard-to-fill position.
- ii. Phase II: \$5,000 disbursement upon successful completion of the probationary period or after completing one year of continuous employment (2080 hours) in the regular hard-to-fill position, whichever is later.
- iii. Phase III: \$5,000 disbursement after three (3) years (6,240 hours) of continuous employment in the regular hard-to-fill position.

H. New hire must repay a pro-rated portion of the hiring bonus if employment in the hard-to-fill position is terminated within a 12-month period.

SECTION 2: Effective Date

1. All changes are effective on the first pay period following adoption.

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