



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** HUMAN RESOURCES

**File #:** 23-152

Board Meeting Date: 3/14/2023

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Rocio Kiryczun, Human Resources Director  
**Subject:** Recommended Revision to the Master Salary Resolution

**RECOMMENDATION:**

Adopt a resolution authorizing an amendment to Section 5 - Special Compensation section of Master Salary Resolution 079043.

**BACKGROUND:**

On July 12, 2022, your Board adopted Master Salary Resolution 079043, which specifies the number of and provides compensation and benefits for persons employed by the County of San Mateo, sets appropriate rules and regulations, and repeals all inconsistent ordinances and resolutions. Throughout the year, the salary resolution is amended from time to time to meet the needs of the County.

**DISCUSSION:**

The salary resolution changes herein represent:

- the addition of a Hiring Incentive Pay; and
- an amendment to the existing Relocation Allowance.

These amendments to the resolution have been reviewed and approved by the County Attorney's Office as to form. The specific actions are discussed in detail below.

**ALL DEPARTMENTS**

**Action A:** Amend Section 5 - Special Compensation, Miscellaneous, Item 3 - Relocation Allowance of the Master Salary Resolution to include all hard-positions. to-fill

**Explanation:** Currently, the County may provide a one-time 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, and hard-to-fill management positions, as determined by the Human Resources Director or their designee. This action amends the current allowance to expand eligibility for this allowance to personnel that are newly hired into positions deemed by the Human Resources Department as hard-to-fill. This action supports the County's overall recruitment efforts.

**Action B:** Amend Section 5 - Special Compensation, Miscellaneous of the Master Salary Resolution to include a hiring incentive pay for eligible new hires into hard-to-fill positions.

**Explanation:** On March 8, 2022, the Board adopted a resolution authorizing a 12-month hiring bonus program pilot for Deputy Sheriff, Sheriff's Correctional Officer, and Nurse classifications. Data and feedback gathered during the pilot supports the continuation of offering a hiring incentive for hires into select County positions, not just those classifications that were included in the pilot. This action amends the Special Compensation of the Master Salary Resolution to include a hiring incentive for any hard-to-fill positions, with approval by the Human Resources Director. There are two incentive plans for eligible new hires, assigned at the discretion of the Human Resources Director or designee:

<i>Disbursement upon:</i>	Incentive Plan A: up to \$30,000	Incentive Plan B: up to \$15,000
Starting employment	\$10,000	\$5,000
Completion of probationary period or one year of continuous employment (2080 hours), whichever is later	\$10,000	\$5,000
Three years of continuous employment (6,240 hours)	\$10,000	\$5,000

These amounts will be pro-rated for part-time employees. Eligible personnel must maintain satisfactory job performance to qualify for the incentive. A new hire who is terminated from the position within the first 12 months must repay a pro-rated portion of the hiring incentive.

This action supports not only the recruitment efforts, but also the retention efforts for hard-to-fill positions.

**FISCAL IMPACT:**

The estimated monthly salary and benefits cost associated to these actions are currently unknown and will depend on how many new hires would be eligible for the allowances described above. In the last three years, five relocation allowance payouts have been completed for a total of \$40,150. Over the course of the 11-month hiring incentive pilot, the County paid the first hiring bonus installment to eighty-one (81) employees, which equates to \$704,000 and is estimated at \$2.1 million over three years. The cost associated to these allowances will be absorbed by participating departments.