

Addendum No. 1
Attachment B
County Manager Policy 1170 – New Hire and Retention Compensation
RFP NO: 25-41



INCORPORATED COUNTY OF LOS ALAMOS
ADMINISTRATIVE PROCEDURE GUIDELINE

Index No. 1170

Effective Date: June 9, 2023

Revised: October 15, 2020

Revised: October 14, 2023

**NEW HIRE, RETENTION AND LONGEVITY COMPENSATION FOR
ELIGIBLE EMPLOYEES**

I. Purpose

The purpose of this policy is to establish the rules and procedures governing new hire and retention compensation for new employees hired and subsequently retained by Los Alamos County in regular positions (non-collective bargaining agreement positions) that are considered difficult to fill or retain.

II Definitions

A difficult to fill position is a position that the County has been actively recruiting for a minimum of six (6) months and has not been filled or has been filled but not for a continuous period of six months following hire. This classification must be requested by the hiring Department Director, recommended by the Human Resources Manager and approved by the County Manager.

An eligible party for purposes of this policy, is an employee who is hired to fill a vacancy that has been identified as a difficult to fill position, or a current non-probationary employee that is employed in a position that has been approved as difficult to fill.

A vacancy is an unoccupied position that no one is currently employed in and is available for someone to be hired into. A vacancy is not a position that an employee occupies but is on any type of leave status.

Recruitment Incentive Pay is a sum that the County Manager may allow for a position that was approved as difficult to fill and shall be paid upon the hire of the employee into a position as approved by the County Manager.

New Hire Retention Pay is a sum that the County Manager may allow for a position that was approved as difficult to fill and shall be paid either during the probation period or after the employee has successfully completed their new hire probation period, as well as any extensions thereof, and met any additional criteria as indicated in the corresponding agreement, or as otherwise approve by the County Manager.

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Workforce Retention Pay includes a position that has been actively recruited for and approved by the County Manager as difficult to fill for a minimum of six continuous months, and the staffing level has consistently remained below 70% during that time period. When total staffing rises above the 70% threshold, the Workforce Retention Bonus compensation program for the position shall cease, however the time commitment periods agreed to in the corresponding agreement will continue until the time requirements have been completed. An employee may be eligible for additional workforce retention bonuses if determined by the County Manager in accordance with the policy.

The terms associated with recruitment and retention pay will be included in agreements maintained by the Human Resources division, as approved by the County Manager.

Longevity Pay is an additional hourly rate to incentivize long-term retention within the County and will be based upon total creditable service with the County as defined in the personnel rules. Service time will be calculated as of January 1 of each year and any applicable salary adjustment will be effective the first full pay period in January. Employees who have provided notice of resignation or retirement will be ineligible for new longevity pay adjustments under this policy. The Longevity Pay hourly rates will be as follows:

5 - 10yrs	\$0.50
10 – 15yrs	\$1.00
15 – 20yrs	\$2.00
>20yrs	\$4.00

III. Administration

The Human Resources Manager will implement this policy and execute employee agreements relating to new hire and/or retention compensation.

The Department Director is responsible for ensuring that Recruitment Incentive, New Hire Retention and Workforce Retention Pay is properly budgeted, prior to seeking approval by the County Manager.

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IV. Conditions

Recruitment Incentive Pay can only be offered if the Department Director has identified the position and obtained approval by the County Manager prior to an offer being extended to the new employee.

New Hire Retention Workforce Retention Pay can only be offered if the Department Director has identified the position and obtained approval by the County Manager prior to it being offered to existing eligible employees.

Payment of New Hire and/or Retention Pay for each eligible employee will only be made after the employee provides to Human Resources a fully executed original agreement. All compensation paid out under this policy shall be subject to the terms and conditions of the corresponding Agreement.

- A. Recruitment Incentive Pay shall not exceed a one-time payment of \$15,000 and shall be administered in accordance with the signed agreement.
- B. New Hire Retention Pay shall not exceed a one-time payment of \$5,000, shall be in accordance with the signed agreement and shall be payable with the first full regular payroll period following successful completion of probation and any extensions thereof.
- C. Workforce Retention Pay for existing employees shall not exceed a one-time payment of \$5,000 and shall be administered in accordance with the signed agreement.
- D. Workforce Retention Incentive Pay for supervisors of employees covered by DPU collective bargaining agreements shall be paid as budgeted and if approved by the County Manager.

Any deviation from the terms stated herein or in the agreements shall require the approval of the County Manager.

V. Other

Recruitment Incentive Pay, New Hire Retention Pay, and Workforce Retention Pay under this policy is taxable income subject to IRS withholding and reporting regulations and may be included as income for the purposes of calculating deductions for other benefits.

Recruitment Incentive, New Hire Retention, and Workforce Retention Bonus Pay is not part of the employee's base salary and will not be considered in calculating

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overtime pay, pay increases, or for any other similar purpose except as may be
required by law.

Prepared by: Human Resources Division

Approved by:


Steven Lynne
County Manager

10/14/23
Date