



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jennifer Schembri

SUBJECT: SEE BELOW

DATE: November 15, 2022

Approved

Date

11/30/22

SUBJECT: EXTENSION OF HIRING INCENTIVE REFERRAL PROGRAM FOR CITY EMPLOYEES

RECOMMENDATION

Adopt a resolution to extend the expiration date for the temporary increase to the payment provided by the Hiring Incentive Referral Program from \$500 to \$1,500 for City employees from December 31, 2022 to December 31, 2023.

OUTCOME

Adoption of the resolution extends the expiration date for the temporary increase of \$1,500 to the City's Hiring Incentive Referral Program (HIRP) for City employees which is set to expire on December 31, 2022. The extension of the expiration date will result in this temporary increase remaining in effect through December 31, 2023, at which time the HIRP will revert back to the previous rate of \$500.

BACKGROUND

On June 18, 2013, the City Council approved a resolution establishing a Hiring Incentive Referral Pilot Program for City employees, effective July 1, 2013. This pilot program had no expiration date, and currently exists as the City's HIRP administered by the City's Human Resources Department. The HIRP originally provided a payment of \$500 to current City employees for each external applicant that they refer to City recruitments who is then hired into a full-time, permanent or overstrength, budgeted position.

On February 15, 2022, the City Council adopted the Administration's recommendation to temporarily increase the payment provided by the HIRP from \$500 to \$1,500, for the period of February 20, 2022 through June 30, 2022. On June 28, 2022, the City Council adopted the Administration's recommendation to extend this temporary increase to the payment provided by

the HIRP through December 31, 2022. An extension of the December 31, 2022 expiration date to December 31, 2023, would allow the City additional time to offer the increased incentive to City employees and continue its efforts to recruit and hire the most qualified external candidates for the City's vacancies.

The San José Police Department (SJPD) had a separate hiring incentive referral program which provided compensatory time to current City employees for each external applicant that they referred to City recruitments who was then hired into a full-time, permanent or overstrength, budgeted position. Effective February 20, 2022, the SJPD's hiring incentive referral program was replaced by the City's HIRP through June 30, 2022, and this was also extended through December 31, 2022. An extension of the expiration date for the temporary increase to the City's HIRP would also extend SJPD's participation in the program through December 31, 2023.

ANALYSIS

Approval of this recommendation results in an extension of the expiration date to December 31, 2023, for the temporary increase to the City's HIRP, from \$500 to \$1,500.

CONCLUSION

Due to the City's current vacancy rate, it is recommended that the City Council adopt the Administration's recommendation outlined in this memorandum which would extend the expiration date to December 31, 2023, for the temporary increase to the City's HIRP. The HIRP was temporarily increased from \$500 to \$1,500 effective February 20, 2022, and would be extended through December 31, 2023.

EVALUATION AND FOLLOW-UP

No further follow-up with the City Council related to this action is anticipated at this time.

CLIMATE SMART SAN JOSE

The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

HONORABLE MAYOR AND CITY COUNCIL

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PUBLIC OUTREACH

This memorandum has been posted on the City Clerk's website as part of the December 13, 2022 City Council meeting agenda.

COORDINATION

This memorandum was coordinated with the City Manager's Budget Office and the City Attorney's Office.

COMMISSION RECOMMENDATION/INPUT

No commission recommendation or input is associated with this action.

COST SUMMARY/IMPLICATIONS

The increased costs associated with the extension of the temporary increase to the HIRP will be absorbed within departments' existing budgets.

CEQA

Not a Project, File No. PP17 008, General Procedure & Policy Making resulting in no changes to the physical environment.



JENNIFER SCHEMBRI
Director of Employee Relations
Director of Human Resources

The principal author of this memorandum was Bill Gold, Senior Executive Analyst, in the Office of Employee Relations. For questions, please contact Jennifer Schembri, Director of the Office of Employee Relations and Director of Human Resources, at (408) 535-8150.