

RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN JOSE EXTENDING THE EXPIRATION DATE OF THE TEMPORARY INCREASE TO THE HIRING INCENTIVE REFERRAL PROGRAM FROM JUNE 30, 2022 TO DECEMBER 31, 2022**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

1. The City Council hereby authorizes the City Manager to extend the expiration date for the temporary increase to the Hiring Incentive Referral Program for City employees from June 30, 2022 to December 31, 2022.
2. The terms relating to the extension of temporary increase to the Hiring Incentive Referral Program are set forth in the Memorandum to the Mayor and City Council from Jennifer Schembri, Director of Employee Relations, dated June 2, 2022, and is attached hereto as Attachment A, and incorporated in this Resolution.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

\_\_\_\_\_  
SAM LICCARDO  
Mayor

ATTEST:

\_\_\_\_\_  
TONI J. TABER, CMC  
City Clerk



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jennifer Schembri

**SUBJECT:** SEE BELOW

**DATE:** June 2, 2022

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Approved

Date

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**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 Hiring Incentive Referral Program for City employees from June 30, 2022 to December 31, 2022.

## **OUTCOME**

Adoption of the resolution will extend 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 June 30, 2022. The extension of the expiration date will result in this temporary increase remaining in effect through December 31, 2022, 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 Hiring Incentive Referral Program (HIRP) which is administered by the City's Human Resources Department. The HIRP originally provides 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. An extension of the June 30, 2022, expiration date to December 31, 2022, 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 Jose 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. 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, 2022.

### **ANALYSIS**

Approval of this recommendation would result in an extension of the expiration date to December 31, 2022, for the temporary increase to the City's Hiring Incentive Referral Program (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, 2022, for the temporary increase to the City's Hiring Incentive Referral Program (HIRP). The HIRP was temporarily increased from \$500 to \$1,500 effective February 20, 2022 and would be extended through December 31, 2022.

### **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 memo has no effect on Climate Smart San José energy, water, or mobility goals.

### **PUBLIC OUTREACH**

This memorandum has been posted on the City Clerk's website as part of the June 28, 2022, City Council Meeting Agenda.

HONORABLE MAYOR AND CITY COUNCIL

June 2, 2022

**Subject: Extension of Hiring Incentive Referral Program for City Employees**

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### **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 Hiring Incentive Referral Program 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 Carolyn Gibson, 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.