

## OKANOGAN COUNTY COMMISSIONERS'

### RESOLUTION 106 - 2022

*Resolution establishing policy for the eligibility, certification and payment of compensation for the Sheriff's Office Employee Hiring Referral Incentive Program*

**WHEREAS**, an Employee Hiring Referral Incentive Program was established by Resolution 94-2022

**WHEREAS**, Okanogan County, as the Employer may, at its discretion, offer incentives as part of recruiting and retention efforts in order to build and maintain a skilled and effective workforce; and

**WHEREAS**, a policy is necessary to ensure that all incentive stipulations and requirements not otherwise delineated through bargaining with a Collective Bargaining Unit are clear and equitable.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Okanogan County Commissioners hereby adopts the following policy for the program.

#### **EMPLOYEE HIRING REFERRAL INCENTIVE POLICY**

##### **1. Policy**

It is the policy of Okanogan County that subject to availability of funds and a valid qualifying vacancy, that payment shall be made to an eligible County employee whose referred applicant is hired and meets certification requirements outlined in Resolution 94-2022 and this policy. Funding, payment amount, and incentive requirements shall be dictated by the Resolution establishing or modifying the incentive program.

##### **2. Qualification**

In order to qualify for an incentive payment under the Employee Hiring Referral Incentive Program established by Resolution 94-2022, a County employee must refer an applicant for employment, the applicant must then be selected through the Civil Service hiring process, and then hired by the Okanogan County Sheriff's Office.

- A. The applicant must be a new employee of the County or a former employee who has been separated for more than 12 months.
- B. The applicant/newly hired employee must be employed with the County for at least 90 days (non-Patrol and Corrections) or completion of the first week of academy attended (Patrol and Corrections), for the referring employee to be eligible for payment under this program.
- C. The applicant must indicate the name of the referring County employee during the initial application process. Human Resources (HR) personnel shall inquire with each applicant if they were referred by a County employee. No referrals can be accepted once the applicant has been hired.
- D. Applicant may designate multiple County employees if appropriate. Named eligible employees will split the total qualified payment.

##### **3. Eligibility**

Unless otherwise specified by the Resolution establishing the incentive program, the following criteria are to be used to determine eligibility:

- A. All non-exempt County employees are eligible except as listed below as ineligible.
- B. Exempt employees of Offices and Departments other than the Sheriff's Office are eligible.

C. The following employees are not eligible to receive payment from this program:

1. Elected Officials
2. Exempt Sheriff's Office employees
3. Employees of the Okanogan County Human Resources Department (HR)
4. Any County employee who works directly with or for the Okanogan County Civil Service Commission

The existing employee's referral must be "personal", i.e. not the result of paid outreach or assigned recruiting efforts (such as working a job fair).

#### 4. Payment

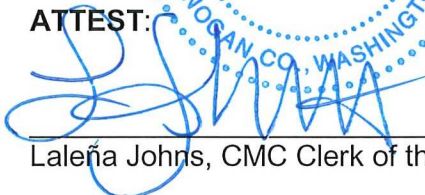
Upon completion of the qualifying initial employment period of 90 days (non-Patrol and Corrections) or completion of the first week of academy attended (Patrol and Corrections), the new employee's Chief Deputy shall submit a Payroll Change Notice (PCN) to HR requesting a qualifying payment to the referring employee.

Human Resources will validate qualification and eligibility and submit the PCN to Payroll for payment. Payment will be made during the next payroll cycle following certification.

DATED at Okanogan, Washington this 19<sup>th</sup> day of July, 2022.



ATTEST:

  
Laleña Johns, CMC Clerk of the Board

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

  
Andy Hover, Chairman

  
Chris Branch, Member

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Jim DeTro, Member