



Department of Human Resources

Milwaukee County Recruitment and Retention Incentives

Overview

The Department of Human Resources has developed this initiative to provide recruitment and retention incentives for positions that are deemed mission critical or 'difficult-to-fill', based on these factors:

- Staffing of the position is critical to preserve property or protect life, health and welfare of persons
- Normal recruitment efforts haven't produced candidates with the necessary qualifications or competencies
- Excessive turnover rates
- Number of vacancies
- Special or unique knowledge, skills and abilities required for the specific position
- Other supporting or exigent factors

These guidelines address the following recruitment and retention incentives:

- Sign-on bonuses, up to 2% of the annualized salary for the position, with a maximum of \$2,000.
- Seasonal Bonuses for new hires and incumbents for difficult-to-fill seasonal positions of \$200 per month for each full month worked, payable at successful completion of the season.
- Temporary modification of shift differentials, up to twice the amount authorized in relevant policy or ordinance, for up to the length of the "difficult-to-fill" designation is authorized by the Committee on Personnel

Positions eligible for recruitment and retention incentives will be identified by Human Resources, with the approval of the participating department head¹. The Payroll Division of the Comptroller's Office will be notified of the effective dates of specific recruitment and retention incentives. Incentives will be included on job postings for relevant positions, and will be listed along with the position title on the Human Resources web page. The Department of Human

¹ The program is currently limited to those positions and incentives authorized by the County Board in resolution file 16-676.

Resources may, in its discretion, remove recruitment and retention incentives from positions at any time.

Eligibility

In all cases, to be eligible for a bonus as outlined above, an employee must meet the minimum qualifications of the position and satisfy all pre-employment requirements. The relevant bonus provision must be acknowledged in either the job offer letter or in a separate document. Recruitment and retention incentives will be awarded under the following terms and conditions:

Sign-on Bonus

Sign-on bonus is defined as an award of up to 2% of the annualized salary for the position, with a maximum of \$2,000 and is available to full-time employees hired into eligible positions and who meet the following criteria:

- Position must be specifically identified on the Human Resources web page as eligible for sign-on bonus
- New or promoted County employee, or a re-hired former County employee who has not held any regular full-time or part-time position with Milwaukee County for at least 180 days
- Sign-on bonus will be awarded in two parts: one-half of the specified bonus will be awarded within 30 days following completion of 1,040 hours of straight-time service and one-half will be awarded within 30 days of completion of 2,080 hours of straight-time service or the applicable probationary period, whichever is later. Documented corrective action during the initial 2,080 hours of service may disqualify the employee from receiving any remaining portion of the sign-on bonus.

Sign-on bonuses are taxable at the appropriate rate, as specified by the Internal Revenue Code.

Seasonal Bonus

A seasonal bonus is defined as a bonus payable at the conclusion of a season, which will be pre-defined by Human Resources in conjunction with the participating department. A seasonal bonus will be available to full-time employees in eligible positions who meet the following criteria:

- Position must be specifically identified on the Human Resources web page as eligible for a seasonal bonus
- New hires and incumbents are eligible
- End of season bonus will be based on \$200 for each full month of service
- Documented corrective action will disqualify the employee from monthly awards for the balance of the season.

Seasonal bonuses are taxable at the appropriate rate, as specified by the Internal Revenue Code.

Shift Differential Enhancement

For eligible positions, shift differentials for hours worked on specified second and third shifts may be modified up to twice the amount authorized in relevant policy or ordinance, for up to 180 days. Shift differential enhancements will be available to regular full-time and part-time employees in eligible positions who meet the following criteria:

- Position must be specifically identified on the Human Resources web page as eligible for enhanced shift differentials
- New hires and incumbents are eligible
- Documented corrective action will disqualify the employee from the enhanced shift differential

Fiscal Effect

Recruitment and retention incentives will only be permitted with the approval of the participating department. Any and all costs associated with the recruitment and retention incentives described in these guidelines will be absorbed within the budget allocation of the participating department.