

**RESOLUTION NO. 2023-041**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE  
AUTHORIZING THE CITY MANAGER TO ESTABLISH A  
RECRUITMENT INCENTIVE PROGRAM**

**WHEREAS**, the City Council has a goal to ensure a high performing organization and the City's employees are a primary driver of that goal; and

**WHEREAS**, a highly qualified, performance-oriented, and motivated work force which generally reflects the community is critical; and

**WHEREAS**, from time to time, the labor market for certain critical positions within the City is extremely tight and the demand for individuals with the requisite skills is very high; and

**WHEREAS**, recruitment incentives such as a signing bonus, and increased leave accruals are common methods used to attract qualified candidates for these critical positions; and

**WHEREAS**, currently, the City's recruitment incentives are limited and only include relocation assistance and applicant travel assistance; and

**WHEREAS**, it is appropriate to supplement the existing recruitment incentives available to provide a more robust and flexible program to attract a highly qualified and diverse workforce.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Elk Grove hereby authorizes the City Manager to develop a program and polices expanding upon any existing City recruitment incentive benefits to include the components set forth at Exhibit A and incorporated herein by reference.

**PASSED AND ADOPTED** by the City Council of the City of Elk Grove this 22<sup>nd</sup> day of February 2023




BOBBIE SINGH-ALLEN, MAYOR of the  
CITY OF ELK GROVE

ATTEST:

  
JASON LINDGREN, CITY CLERK

APPROVED AS TO FORM:

  
JONATHAN P. HOBBS,  
CITY ATTORNEY

## EXHIBIT A

### Recruitment Incentive Program Components

1. **Signing Bonus.** A one-time signing bonus equal to a percentage of the offered starting annual salary. The signing bonus would be paid in equal installments, as follows: fifty percent (50%) paid effective the first pay period following the hire date and the balance paid upon successful completion of the probationary period. The amount of the signing bonus would be determined at the discretion of the City Manager and will be based on several factors, including, but not limited to, critical need, the specialized nature of the position, and difficulty finding qualified candidates (prior unsuccessful recruitments). The total cost of the signing bonus and relocation assistance benefits offered under this program would not exceed 20% of the offered starting salary, all as determined in the discretion of the City Manager.
2. **Annual Leave Pre-Accruals.** A starting annual leave bank of up to 50% of the total yearly accrual amount may be awarded (front loaded) upon hire, all as determined in the discretion of the City Manager.
3. **Annual Leave Accrual Rate.** Upon hire, the City Manager may approve an increase to the annual leave accruals based on prior years of experience.
4. **Referral Bonus.** A referral bonus of one thousand dollars (\$1,000) may be paid to a current City employee who refers an applicant for employment. Only one employee per applicant may receive this incentive. If the applicant is selected for employment by the City, the bonus shall be paid to the employee upon successful completion of the referred employee's probation period.

**CERTIFICATION**  
**ELK GROVE CITY COUNCIL RESOLUTION NO. 2023-041**

STATE OF CALIFORNIA            )  
COUNTY OF SACRAMENTO    )        ss  
CITY OF ELK GROVE            )

*I, Jason Lindgren, City Clerk of the City of Elk Grove, California, do hereby certify that the foregoing resolution was duly introduced, approved, and adopted by the City Council of the City of Elk Grove at a regular meeting of said Council held on February 22, 2023 by the following vote:*

**AYES:            COUNCILMEMBERS:        Singh-Allen, Spease, Brewer, Robles, Suen**

**NOES:           COUNCILMEMBERS:        None**

**ABSTAIN:       COUNCILMEMBERS:        None**

**ABSENT:        COUNCILMEMBERS:        None**

  
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**Jason Lindgren, City Clerk**  
**City of Elk Grove, California**