



Employee Referral Incentive Pilot Program

Start Date: March 1, 2023

End Date: September 1, 2023

Purpose: To provide additional incentive to recruit and retain both seasonal and full-time employees.

Employee Referral Program

For any current city employee who recruits an individual who starts employment with the City on or after March 1, 2023:

- \$150 per person who starts employment
- Only for persons who are recruited for employment who haven't worked for the city in the last 3 years
- Employees who are involved in the recruitment of the position are ineligible
- Recruitment Incentive is paid to the recruiting employee on the first pay period after the recruited employee begins work
- Taxable
- No limitation on the number of employees and employee referral incentives

Sign-On/Retention Incentive for New and Returning Seasonal Employees:

For returning or new summer seasonal employees who returns to employment before or after March 1, 2023:

- \$150 per person for any part-time or full-time summer seasonal employee for each season they return
- For any full-time summer seasonal employee who returns for employment
- Sign-on/Retention Incentive is paid on the first check after June 1st for returning seasonal employees
- Sign-on/Retention Incentive is paid on the first check after July 1st for new seasonal employees
- Taxable
- One incentive per fiscal year for returning or new seasonal employees

Program can be extended or eliminated at any time by City Council.