



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78602

Submitted By: Andrew Binz, PCS Director

Council Meeting Date: February 7, 2023

Agenda Item Wording: **Discussion and consider a Resolution adopting an Employee Referral Incentive Pilot Program Policy.** *Sponsor: Councilmember Parks*

Agenda Item Requestor: Sherrie Parks

Summary/Background: Due to the recent struggles to fill open full time positions and seasonal summer positions such as Lifeguards and Camp Staff, staff is recommending implementing an Employee Referral Incentive Pilot Program. This program will be funded using the savings from the 2023 Salaries line (100-000-60000).

Recruitment Incentive for Recruiting Employee:

- \$150 per person who is recruited and 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:

- \$150 per person for a full-time summer seasonal employee for each season.
- For returning or new summer seasonal employees.
- 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

**Commission
Recommendations:** N/A

**Recommended
Council Actions:** Approve the Employee Referral Incentive Pilot Program.

Attachments: Employee Incentive Pilot Program Resolution
Memo – Parks Incentive Pilot Program Policy

Next Steps/Schedule: Execute the Employee Referral Incentive Pilot Program.