



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

Submitted By: Lisa Sullivan,

Council Meeting Date: November 7, 2023

Agenda Item Wording: **Discuss and consider approval of a Resolution adopting a Permanent Employee Referral Incentive Program Policy.** *Sponsor: Council Member Sherrie Parks.*

Agenda Item Requestor: Sherrie Parks

Summary/Background: Due to the struggles to fill open full time positions and seasonal summer positions such as Lifeguards and Camp Staff, in February of this year, staff recommended and City Council Approved implementing an Employee Referral Incentive Pilot Program. This program was 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:**

The Pilot Program was a success. It helped Parks and Community Services employ and retain summer employees. Coyote Kids Camp and the Aquatics Program were able to fill all positions.

The total paid out was \$5,400, well within budget.

With all the positions we are seeking to fill in 2024, the incentive program will not only help with seasonal, but also with full-time regular positions.

We recommend City Council approves the Employee Referral Incentive Pilot Program as a permanent resolution.

Attachments:

Employee Incentive Program Resolution Permanent

Employee Incentive Pilot Program Resolution approved in February 2023.

Finance Report on Payouts

Next Steps/Schedule:

Execute the permanent Employee Referral Incentive Program.