

City of Richland Center Hiring & Retention Bonus Program

PURPOSE

The City of Richland Center is committed to attracting and retaining qualified personnel to support the City's operations and service delivery. To achieve this goal, the City will utilize a portion of its allocation from the American Rescue Plan Act (ARPA) to implement a one-time hiring and retention bonus program.

PROGRAM OBJECTIVES

- Attract qualified candidates to fill vacant positions critical to City services.
- Increased competitiveness in attracting top talent.
- Reward and retain current eligible employees for their ongoing commitment and contributions.
- Enhance workforce stability and morale.
- Strategic utilization of ARPA funds to address critical workforce needs.

PROGRAM COMPONENTS

A. Hiring Bonus

- Eligibility: New hires in regular full-time positions starting after August 1, 2024 are eligible.
- Bonus Amount: A bonus amount will be paid as determined by the City Administrator.
- Any bonus awarded to an eligible employee is contingent upon successful completion of their probationary period and maintaining continuous employment in a bonus-eligible position for a minimum of 24 months. Failure to meet either of these conditions will require full repayment of the bonus.

A. Retention Bonus

- Eligibility: Current regular full-time employees in departments currently experiencing position vacancies for three months or more are eligible.
- Bonus Amount: A one-time bonus to be determined by the City Administrator will be paid during regular payroll processing during the month of August 2024.

FUNDING

The program will be funded through a designated allocation of \$45,000 from the City's ARPA funds.

PROGRAM ADMINISTRATION

- The Clerk/Treasurer's Office will be responsible for administering the program, including eligibility verification, bonus calculations, and distribution.
- The City Administrator will oversee the program and ensure compliance with ARPA guidelines.

PROGRAM EVALUATION

The City Administrator will evaluate the effectiveness of the program within six months after its conclusion. The evaluation will assess the program's impact on recruitment efforts, employee retention rates, and overall cost-effectiveness.

ADDITIONAL INFORMATION

- The City reserves the right to modify or terminate the program at any time.
- Bonuses will be considered taxable income and reported accordingly.
- The City will comply with all applicable federal, state, and local laws and regulations regarding the use of ARPA funds.

The City of Richland Center believes this ARPA-funded hiring and retention bonus program represents a strategic investment in its workforce. By attracting and retaining qualified personnel, the City can ensure the continued delivery of essential services to our community.

APPROVED by the Personnel Committee of the City of Richland Center on this 17th day of July 2024 by the following vote:
AYES: 3, NOS: 0.

APPROVED by the Finance Committee of the City of Richland Center on this 6th day of August 2024 by the following vote:
AYES: _____, NOS: _____.

APPROVED by the Common Council of the City of Richland Center on this 6th day of August 2024 by the following vote:
AYES: _____, NOS: _____.

Adopted this 6th day of August 2024.

Todd Coppernoll, Mayor

ATTEST:

Ashley Oliphant, City Administrator