

NO. 21-0501

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER AMENDING THE SPOKANE)
COUNTY SIGN-ON BONUS POLICY 130)

RESOLUTION

WHEREAS, pursuant to the provisions of the RCW 36.32.120(6), the Board of County Commissioners of Spokane County (hereinafter sometimes referred to as the "Board") has the care of County property and the management of County funds and business; and

WHEREAS, pursuant to Resolution No. 2001-0303, a Spokane County Policy and Procedure Manual was adopted and pursuant to said resolution, major changes that either amend or add a policy may be made after obtaining the Spokane County Chief Executive Officer or the Board of County Commissioners' approval; and

WHEREAS, the Human Resources Department has prepared an updated Sign-On Bonus Policy 130 (Attachment "A"); and

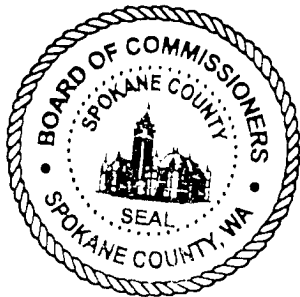
WHEREAS, implementation and termination of the benefit described in this policy will follow the same process as other benefits offered to employees according to the Spokane County Policy and Procedures Manual.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of County Commissioners of Spokane County, Washington, that the Sign-On Policy set forth in Attachment "A" be adopted.

BE IT FURTHER RESOLVED, by the Board of County Commissioners of Spokane County, Washington, that in accordance with Resolution No. 2001-0303, that the Spokane County Policy and Procedures Manual be updated to add the revised Sign-On Bonus Policy 130. The Board of County Commissioners hereby adopts the Sign-On Bonus Policy 130 substantially in the attached form and hereby authorizes staff to take appropriate actions to carry out the intent of this resolution, including by not limited to revising the language of the policy to clarify the specific terms of the policy.

PASSED AND ADOPTED this 10th day of August, 2021.

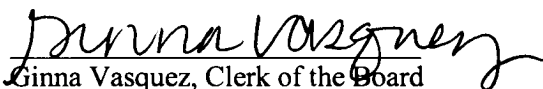
BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON



ATTEST:


JOSH KERNS, Chair


MARY KUNEY, Vice-Chair


Ginna Vasquez, Clerk of the Board


AL FRENCH, Commissioner

“Attachment A”

Spokane County Sign-On Bonus Policy

130 - SIGN-ON BONUS POLICY

I. PURPOSE

To attract highly competent applicants for those select positions in which Spokane County has difficulty recruiting.

II. POLICY

Spokane County uses sign-on bonuses to attract highly competent external candidates for positions which are difficult to recruit and hire. This is a recruiting tool that is meant to be used selectively and not regularly.

The sign-on bonus plan is comprised of the following:

1. This bonus will be paid in two parts:
 - a. 50% of the bonus will be paid on the first regularly scheduled payday after the applicant becomes a Spokane County employee.
 - b. The remaining 50% will be paid on the first paycheck after the employee completes their first year of service as well as his/her probationary period.
2. If the employee leaves for any reason prior to one year of service, he/she is not entitled to the remaining 50% bonus payment nor will he/she be required to pay back any portion of the bonus already received.
3. The agreement to use a sign-on bonus requires the use of the sign-on bonus acceptance letter with new hire signature (attached).
4. The amount of the sign-on-bonus is determined through the use of this policy and in collaboration with the Human Resources Director or Chief Budget Officer. The bonus amount is paid out of the hiring department's budget.
5. Only Regular-Full Time Benefitted (FLSA) Exempt positions are eligible for a sign-on bonus. (Exception: Spokane County Sheriff's Office and Detention Services may use a sign on bonus for lateral and intermediate lateral candidates.
6. Bonuses are limited to the following types of positions (as defined in the job code table):
 - a. Executive and Department Head positions: up to \$10,000
 - b. Manager positions: up to \$7,000
 - c. Non-exempt positions (Sheriff's Office and Detention Services only): up to \$15,000
1) **Up to \$15,000 through 12/31/2021. After such date: up to \$7,500.**
7. Nothing in this policy changes the "at-will" status of the non-represented position eligible for a sign-on bonus nor does it change pertinent language found in the local bargaining unit representing this position.

III. Eligibility Standards

In order to be eligible to use a sign-on bonus, the following requirements must be met:

1. There is a high degree of difficulty recruiting highly competent applicants, after extensive advertising and salary analysis.
2. The base salary of the position is competitive as determined by Human Resources.
3. The following positions approve the use of a sign-on bonus: Human Resources Director, Chief Budget Officer (including a review of the department budget for sufficient monies to pay the bonus) with final approval from the County Executive Officer. Exception -- for the Spokane County Sheriff, approvals are: Civil Service Chief Examiner, Chief Budget Officer and Sheriff or designee.

IV. PROCEDURE

1. The Hiring Manager requests the use of a sign-on bonus for an eligible position.
2. The Department Head/Elected Official approves the use of a sign-on bonus and agrees to fund the sign-on-bonus.
3. If approved by the Department Head/Elected Official, the request goes to the Human Resources Director (or Chief Civil Service Examiner) who reviews the following in making the decision to approve:
 - The number of applications received;
 - The quality of the applicants;
 - The extent of advertising conducted.
4. If approved by the Human Resources Director (or Chief Civil Service Examiner), approvals must then be obtained from the Chief Budget Officer (including a review of the department budget for sufficient monies to pay the bonus) with final approval from the County Executive Officer. Exception -- for the Spokane County Sheriff, approvals are: Civil Service Chief Examiner, Chief Budget Officer and Sheriff or designee.
5. The newly hired employee must sign the bonus letter (attached) in order to receive any sign-on bonus amount.

IV. TAX CONSIDERATIONS

Sign-on bonuses are taxable income to the employee and must be added to the employee's compensation in the year in which they are paid. All applicable payroll taxes will be deducted.

Sign-on Bonus Acceptance Letter

{date}

{new hire name}

{address}

{city, state, zip}

Dear {new hire}:

We are pleased to offer you a sign-on bonus of \$ _____ for the position of _____ . This bonus will be paid in two payments: 50% of the bonus will be paid on the next regularly scheduled pay date after your first day of employment with Spokane County; the remaining 50% of the bonus will be paid after one year of County service and successful completion of your probationary period. The sign-on bonus is taxable, and all applicable payroll taxes will be deducted for each payment.

In the event that you leave County employment for any reason prior to the completion of one year of County service you will not be entitled to the remaining 50% of the sign-on bonus, nor will you be required to pay back any portion of the bonus already received.

Nothing in this letter affects the "at-will" status of your position or in the event your position is represented by a local bargaining unit, changes the terms of the bargaining unit contract.

Sincerely,

[Human Resources Director]

[Chief Executive Officer]

CC: Payroll
Employee Personnel file

Attachment: Sign-on Bonus Policy

=====
By your signature, you agree to the terms of the Spokane County Sign-on Bonus Policy (attached).

Employee Signature

Date

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