

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

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<b>HIRING/RETENTION BONUS PROGRAM</b>	<b>C-26</b>	<b>1 of 3</b>

**Policy:**

The purpose of this policy is to provide competitive compensation to incumbents in county-approved classes by adding a Hire/Retention Bonus designed to approximately offset the cost of the employee's contribution portion (8% of base pay) to the county CalPERS retirement plan during the first five years of county employment. This policy administratively amends Policy C-26 "Hiring/Retention Bonus for Children's Services Social Workers" (Minute Order 3.23 of 06/07/2005).

**ELIGIBILITY:**

1. All newly hired incumbents and all current employees in approved classes specified below, subject to any meet and confer obligations, who have less than 10,400 hours (approximately 60 months) Riverside County service time are eligible to participate in this program.
2. Current employees with less than 10,400 hours (approximately 60 months) of service will be eligible for the remaining payments in the amounts and at intervals shown in the table below. No pro-ration is intended or authorized. New county employees will be eligible to participate in the full payment schedule or until the program is cancelled, whichever occurs first.
3. Eligible Classifications:

Correctional Cook, Correctional Baker, Correctional Senior Food Service Worker and Children's Social Services Worker Series

**PAYMENT SCHEDULE:**

<b><u>WHEN PAYMENT IS MADE</u></b>	<b><u>AMOUNT PAID</u></b>
Upon Hire	\$500
1,040 hours of service (approximately six months)	\$500
2,080 hours of service (approximately 12 months)	\$1,000
4,160 hours of service (approximately 24 months)	\$2,000
6,240 hours of service (approximately 36 months)	\$2,000
8,320 hours of service (approximately 48 months)	\$2,000
<u>10,400 hours of service (approximately 60 months)</u>	<u>\$2,000</u>
Maximum Payout	\$10,000

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**LOSS OF ELIGIBILITY:**

1. Eligibility for participation in this program is forfeited if the employee voluntarily terminates or is involuntarily terminated (other than lay off) prior to any payment date. No additional payment will be granted after a termination date.
2. If the employee is laid off from the position or if the Hire/Retention Bonus Program is cancelled by the county the next payment will be granted on a pro rata basis from the last payment date at the appropriate rate for that current period.
3. If the employee changes work assignments into a position that is not eligible for the program, the next payment will be granted on a pro rata basis at the appropriate rate for the period prior to transfer.
4. An employee is not eligible if the employee has completed more than 10,400 hours (approximately 60 months) working for Riverside County from the date of initial employment or reemployment, or is not required to pay the employee portion of the retirement plan for any reason (such as prior employment with another county).
5. Any employee on any type of leave of absence away from work for a period exceeding one month will have that time added to the period between payment dates.
6. The maximum payment grant allowed to be made to any employee is approximately 8% of pay.

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**ADMINISTRATIVE RESPONSIBILITY:**

Administrative responsibility is granted to the Human Resources Director for each of the following:

1. Any or all sections of this policy or any personnel related supplements may be published, amended or discontinued.
2. To discontinue the use of the Hire/Retention Bonus.
3. The Hire/Retention Bonus program will be discontinued if the Board of Supervisors grants a retirement “pick-up” program similar to other counties.

**REFERENCE:**

Minute Order 3.52 of 08/24/99  
Minute Order 3.23 of 06/07/05  
HR Administrative Amendment 6/01/06  
Minute Order 3.10 of 10/05/21  
Minute Order 3.24 of 07/26/22