



M E M O

**County
Administrator**

Robert W. Wilson
701-241-5770
wilsonro@casscountynynd.gov

TO: County Commissioners
FROM: Robert W. Wilson
DATE: December 15, 2021
SUBJECT: County Hiring and Referral Bonus Policy

As part of the 2022 County Budget the Commission authorized funding for a Hiring and Referral Bonus Policy. A copy of the policy is attached.

The Policy outlines that hiring bonuses of \$1,000 will be paid to new employees hired into hard to fill position after successfully completing six months employment. Hard to fill positions are defined as that were posted and vacant for at least 90 days prior to the hire date.

Referral bonuses will be paid to current employees who refer new hires to full-time Cass County employees. Referral bonuses in the amount of \$500 will be paid after the new hire successfully completes six months employment.

This policy has been reviewed several times by Department Heads. Cindy Stoick and I have meet with Rita Ussatis and Kim Jacobson about extending this policy to Extension and Human Service Zone employees. At this time, it does not appear we can extend the policy to Extension employees due to state restrictions. There appears to be a process by which we may be able to extend the policy to include County zone employees. That would require an addendum to the Cass Human Service Zone Personnel Policy Manual.

The budget for implementing this policy, \$28,000, was developed based on new-hire numbers through the first half of 2021.

PO Box 2806
211 Ninth Street South
Fargo, North Dakota 58108

SUGGESTED MOTION: Amend Employee Handbook Policy 111, Job Posting to include the Hiring and Referral Bonus as presented, effective January 1, 2022.

111 Job Posting*Effective Date: 12/20/2021*

We believe strongly in employee promotion and development. We encourage you to express your interest in open positions and advancement opportunities within the organization according to your skills and experience. We typically post job openings on the employee bulletin board, but posting depends on the Department. All positions are posted with North Dakota Job Services and on the County website as well. In the interest of finding the most qualified candidate, we often post positions both internally and externally at the same time.

To apply for an open position, submit a job application to the Human Resources Department listing job-related skills and accomplishments. Job openings for Social Services are posted on the State of North Dakota's website and applications should be submitted according to that website.

Once you apply, your supervisor will usually be contacted to verify performance, skills, and attendance. Any staffing limitations or other circumstances that might affect a prospective transfer will also be discussed at that time.

We recognize the benefit of developmental experiences and encourage you to talk with your supervisor about career plans. Supervisors are encouraged to support employees' efforts to gain experience and advance within the organization.

Although we usually prefer to fill open positions with current employees who express interest in the positions, we may choose to hire an external candidate over a current employee if we determine that the external candidate best meets the needs of the position.

Promotions or Transfers

If you are interested in a promotion or a transfer, submit a completed application form. You are not guaranteed a promotion simply because a vacancy may occur. Instead, promotions will be based on information documented by our performance evaluation process, including outstanding work performance, levels of skills and training, demonstrated reliability, your current disciplinary status, as well as position availability, and the qualifications of external candidates, if applicable.

We reserve the right to transfer employees if it is in the best interest of the County. If offered and you accept a transfer, you must notify your current Department Head. The transfer will be negotiated between the Department Heads, but will be delayed no longer than 30 days.

Posting jobs

All vacant positions, including temporary positions, must have a staff requisition form signed either electronically or in writing by the Portfolio Commissioner and the Commission Chairman prior to advertising. In the absence of the Portfolio Commissioner, another Commissioner shall be appointed by either the Portfolio Commissioner or the County Administrator to sign and/or approve the staff requisition form. When the Commission Chairman is the department portfolio, the staff requisition for vacant positions shall be signed by the Commission Chairman and Vice Chairman. If a temporary position is recruited through an

employment agency, the Human Resources Department must be informed of the individual's name and length of employment.

Promotions from within a department may occur. However, the position must be posted within the County. In general, these vacancies are posted for 5 working days.

Before creating a staff requisition, the Cass County Recruitment Guidelines handbook should be referenced.

Hiring and Referral Bonus

Hiring Bonus – Hard to Fill Positions:

Hiring Bonuses of \$1,000 will be paid to new full-time Cass County employees hired into hard to fill positions who meet certain requirements. Positions and new employees eligible for the hiring bonus will have the following characteristics: the new employee will have successfully completed six months employment. Prior to filling the position with the new employee, the position was advertised and vacant for at least 90 days. Current employees promoted into a hard to fill position are not eligible to receive this bonus. Individuals who successfully complete internships in County departments and are hired into hard to fill positions at the conclusion of the internship are eligible to receive a hiring bonus.

Referral Bonus for Current Employees:

Referral bonuses of \$500 will be paid to current full-time Cass County employees who refer new employees to full-time Cass County employment. Referral Bonuses will only be paid after the new employee has successfully completed six months of employment.

A current employee is only eligible to receive a Referral Bonus if the new employee lists the referring employee on their initial employment application submitted to Cass County Human Resources. Department Heads are not eligible to receive a referral bonus related to a position within their department. Referral bonuses will not be paid related to interns hired into a full-time county position.

Eligible hiring and referral bonuses will be paid related to employment applications received after January 1, 2022.