

A RESOLUTION AUTHORIZING AND APPROVING AN AMENDMENT TO THE CITY OF RAYTOWN PERSONNEL MANUAL ADOPTED DECEMBER 20, 2016 RELATING TO A RECRUITMENT POLICY

WHEREAS, on December 20, 2016 pursuant to Resolution R-2925-16 the Board of Aldermen approved an Employee Personnel Manual; and

WHEREAS, the City Administrator is recommending the approval of an amendment to the Employee Personnel Manual with the addition of a Recruitment Policy; and

WHEREAS, the Board of Aldermen desire to authorize and approve the Recruitment Policy as an amendment to the Personnel Manual attached in Exhibit "A" to be used by the City of Raytown in its day-to-day operations as attached hereto.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF RAYTOWN, MISSOURI, AS FOLLOWS:

THAT, the Board of Aldermen desire to authorize and approve the Recruitment Policy as an amendment to the Personnel Manual attached in Exhibit "A" to be used by the City of Raytown in its day-to-day operations as attached hereto; and

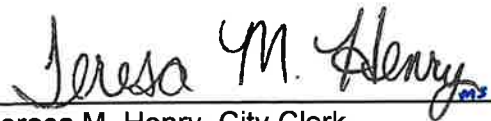
FURTHER THAT the City Administrator and City Clerk are authorized to execute other documents necessary and incidental thereto.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Raytown, Missouri, the 17th day of May, 2022.


Michael McDonough, Mayor

Approve as to Form:

ATTEST:


Teresa M. Henry, City Clerk

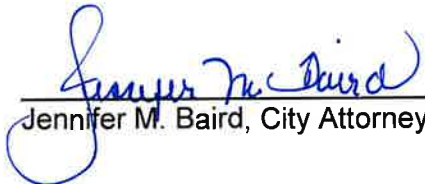

Jennifer M. Baird, City Attorney

EXHIBIT A

SUBJECT	ISSUED BY	EFFECTIVE DATE	REVISION DATE
Recruitment Policy	Board of Aldermen	TBD	

POLICY STATEMENT:

Recent national and local events have created unique challenges to hire qualified city personnel. In an effort to recruit new employees in difficult to fill positions, the City will provide a recruitment incentive to new hires. Those new employees that accept a position in the City that have certain certifications (as described below) will receive a higher incentive amount due to the fact that it is expensive for the City to provide such certifications for employees. Applicants who are hired in full-time positions will be eligible for the recruitment incentive. The policy does not apply to elected officials or part-time, temporary and/or seasonal employees.

Recruitment Incentive Amounts and Payment Schedule

Police Officers

New hires who are Non-POST Certified at time of hire will receive a \$3,000.00 recruitment incentive. POST Certified hires will receive an \$8,000.00 recruitment incentive. The recruitment incentive will be paid in three (3) installments as follows and will be included with a regular payroll check as soon as practical:

- \$2,666.67 upon satisfactory completion of the (1) FTO program and probationary period (POST Certified hires) or (2) completion of the Academy, FTO program and probationary period (Non-POST Certified hires). Months of training and probationary period may vary from employee to employee at supervisor's discretion.
- \$2,666.67 upon first-year anniversary of (1) POST Certification or (2) employment for those already certified.
- \$2,666.66 upon second-year anniversary of employment.

Dispatchers

New hires will receive a recruitment incentive of \$3,000.00 paid in three (3) installments as follows and will be included with a regular payroll check as soon as practical:

- \$1,000.00 upon satisfactory completion of training program and probationary period. Months of training and probationary period may vary from employee to employee at supervisor's discretion.
- \$1,000.00 upon first-year anniversary of employment.
- \$1,000.00 upon second-year anniversary of employment.

Public Works Maintenance and Operations Workers

New hires with a valid Commercial Driver's License (CDL) will receive a recruitment incentive of \$3,000.00 paid in three (3) installments as follows and will be included with a regular payroll check as soon as practical:

- \$1,500.00 upon satisfactory completion of probationary period. This is typically six (6) months but may be extended at the supervisor's discretion.
- \$750.00 upon successful completion of one (1) year of employment.
- \$750.00 upon successful completion of two (2) years of employment.

All Other Positions

New hires will receive a recruitment incentive of \$1,500.00 paid in three (3) installments as follows and will be included with a regular payroll check as soon as practical:

- \$500.00 upon satisfactory completion of probationary period. This is typically six (6) months but may be extended at the supervisor's discretion.
- \$500.00 upon first-year anniversary of employment.
- \$500.00 upon second-year anniversary of employment.

Additional guidelines:

- The Recruitment Policy applies to employees who have not yet satisfactorily completed the requirements for the first payout installment as defined above.
- The Recruitment Policy does not apply to employees who separate employment after policy approval and are subsequently rehired.
- The Recruitment Policy applies to applicants for full-time employment, not part-time, temporary and/or seasonal. If the new employee's employment ends, no further recruitment incentive payments will be paid past the employee's separation date.
- If eligible for a Recruitment incentive, an employee is ineligible for a Retention incentive. In no circumstance may an employee receive both a Recruitment incentive and a Retention incentive.
- Recruitment incentive payments are subject to taxation, LAGERS and any 457(b) contributions. There is no employer 401(a) match on employee 457(b) contributions.

The City may change the Recruitment Incentive Policy at its discretion. We also reserve the right to eliminate incentives if they prove ineffective or inefficient. We will communicate any change in a timely manner. Employees will still receive the appropriate incentive in effect on their hire date.