

RESOLUTION # \_\_\_\_\_

**RESOLUTION SETTING FORTH PERSONNEL POLICIES  
FOR PAYMENT OF HIRING BONUSES & REFERRAL BONUSES**

**IT IS HEREBY RESOLVED** by the Board of County Commissioners, Laramie County, Cheyenne, Wyoming, in accordance with applicable state statutes, the following Personnel Policies are adopted to govern all employees of Laramie County, see attached. These policies replaces any prior policies and practices governing hiring & referral bonuses impacting all employees of Laramie County. All other personnel policies not directly modified remain unchanged.

Authority to enter into contracts for bonuses referenced in this policy shall be delegated jointly to the Human Resources Director and the Agency Director/Elected Official hiring the employees identified to be eligible for this bonus.

Agency Directors/Elected Officials benefiting from this bonus structure shall regularly consult with and advise the Board of County Commissioners of actions taken in regard to this delegated authority.

**PRESENTED, READ AND ADOPTED** this \_\_\_\_ day of March, 2023.

BOARD OF LARAMIE COUNTY COMMISSIONERS

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Debra Lee, Laramie County Clerk

\_\_\_\_\_  
Date

Reviewed and approved as to form:

W. Lee  
\_\_\_\_\_  
Laramie County Attorney's Office

3.1.23  
\_\_\_\_\_  
Date



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Hiring Bonus	<b>APPROVAL DATE</b>
<b>SECTION</b> Compensation	<b>REVISION DATE</b>

Hiring bonuses may be available for the recruitment of positions deemed to be safety critical or critical to the mission of the County that have been proven difficult to fill despite efforts made.

### **Eligibility**

Positions eligible for a hiring bonus will be designated by the County Commissioners after review and will be subject to available funding. Elected officials and department heads can not make an offer which includes a hiring bonus prior to this approval.

### **Bonus Payment**

Payment of a bonus is contingent upon the employee entering into a written service agreement with the agency to complete a period of service, of a least of at least twelve (12) months but not to exceed thirty-six (36) months, in a position. This agreement may require additional milestones. However, the County Attorney, the County Commissioners or the other elected county officers may require a service agreement for a longer term. The amount of the bonus and pay-out schedule will be determined as part of the approval process when determining the position's eligibility.

It is the responsibility of the elected official or department head to notify the Finance Department when an employee meets any payment milestones and to provide any necessary documentation required for processing. Payments will be paid from the department's budget.

The payments will be part of the employee's compensation and will be subject to all applicable taxes.

Inclusion in the Hiring bonus will not alter, in any way, the participant's employment status with the County, nor shall it confer upon the Employee any right to continue in the employ of the County.

### **Leave of Absence**

Leaves of absences, including administrative leaves, during the agreement's service periods referenced in the hiring bonus agreement will extend the agreement timeframe(s) equal to the leave of absence used.

### **Reimbursement for Separations or Departures**

In the event the employee separates from the County, voluntary or involuntary, or departs from the position for which the hiring bonus was provided, the following would apply:

- If the termination date is within the specified period of service determined in the signed agreement the employee will forfeit their right to any further payments scheduled.
- If money has been paid toward the hiring bonus but the employee has not met the overall required timeframe according to the agreement, it is the responsibility of the department's elected official or department head to work with the County's Attorney's office to make arrangements for re-payment from the employee pursuant to the terms of their hiring bonus agreement.
- If the employee fails to remain employed in the position for the agreed timeframe for reasons beyond his/her control (e.g. illness or death) the elected official or department head may request from the County Commissioners to waive all or part of the liability owed by the Employee.
- If the employee is moved out of the bonus approved position to a position that is not qualified at the County's request for the benefit of the County, the elected official or department head may request from the County Commissioners to waive all or part of the liability owed by the Employee. Any additional scheduled payments will not be paid.



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**Administration**

Hiring bonus payments are paid in periodic payments determined by the Hiring Bonus Agreement. The new hire's department is responsible for notifying County Finance of when payments are due.



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Referral Bonus	<b>APPROVAL DATE</b>
<b>SECTION</b> Compensation	<b>REVISION DATE</b>

Employee Referral Bonus program is to provide an incentive award to a current employee who brings new talent to the agency by referring applicants who are subsequently selected and successfully employed in a hard-to-fill position. Positions will be designated eligible for review and approval by the County Commissioners and depending on available funding.

### **Eligibility and Participation**

Application- Applicants are persons not currently employed with the hiring agency.

Referring Employee- All current employees are eligible to receive a referral bonus with the exception of the following:

- Elected Officials
- Employees whose regular, recurring, jobs include the recruitment of employees.
- Selecting manager/supervisor or other persons associated with the selection of the candidate.
- All HR Department employees
- Family members as defined by "Employment of Family Members" policy.

Only one employee referral per candidate will be eligible for bonus.

Employees who have separated employment forfeit eligibility for bonuses not yet paid at time of separation.

Positions- Positions eligible for this program must be determined to be "hard-to -fill" positions by the County Commissioners. The following factors should be considered when designating a position as "hard-to-fill":

- If the position is a safety sensitive position that would impact the safety of constituents.
- The availability of well-qualified candidates in the labor market
- Recent efforts to recruit and retain candidates for the position.

### **Leave of Absence**

A leave of absence, including an administrative leave, during the candidates first year may delay referral bonus payment equal to the leave of absence used.

### **Referral Bonus Amount**

Referral bonus payments may be paid in a lump sum or in periodic payments until the new employee has completed his or her one year anniversary.

Referral bonus payments for designated positions will be paid from that position's department budget.

The payments will be part of the employee's compensation and will be subject to all applicable taxes.





## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Referral Bonus	<b>APPROVAL DATE</b>
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### **Administrative**

Positions determined to be part of the Referral Bonus program will have a designated spot on the application for applicants to designate who referred them to the position. Without a specific singular name listed on the application there will be no eligible referral bonus. Candidates can not resubmit an application for the same position in order to submit a name for the referral bonus. The HR Department will be responsible for tracking referrals and submitting to payroll when payments are eligible