



**STANISLAUS COUNTY
BOARD OF SUPERVISORS RESOLUTION
APPROVED JANUARY 8, 2008/RESOLUTION # 2008-019
LATERAL TRANSFER HIRING INCENTIVES POLICY**

Added 01/08

PURPOSE

The purpose of the Lateral Transfer Hiring Incentives Policy is to assist Departments in the ability to attract well-qualified candidates from other public organizations for hard-to-recruit classifications. The County recognizes the need to have a competitive salary and benefits package available to assist Departments in filling such vacancies. The successful recruitment of lateral transfers from other public agencies significantly reduces the time and expense necessary to train new County employees to perform essential County services.

This policy is intended to address common issues that may prevent Stanislaus County from attracting experienced lateral transfer candidates for hard-to-recruit County positions, including a lateral transfer candidate's loss of leave accruals and permanent classified status.

LATERAL HIRING INCENTIVES POLICY

Stanislaus County Personnel Policy defines lateral transfers as persons with permanent or probationary status employed in another public agency and originally hired in that agency through a competitive process in the same or comparable classification requiring similar minimum qualifications. (Ordinance NS 1021 § (part), 1981: prior code § 2-180.16). Personnel Policies on filling of vacancies allows Departments upon request from a Department Head to fill a vacancy with a lateral transfer recruitment process (3.08.280). Additionally, the candidate must be currently employed with another governmental organization at the time of the conditional offer of employment.

Hard-to-recruit is defined as classifications with long term vacancy rates despite repeated recruitment efforts to fill vacant positions. Hard-to-recruit positions may also be identified by a documented shortage in the labor market for skilled positions. Hard-to-recruit classifications may change over time based on recruitment efforts and changes in labor market conditions. The Chief Executive Office is responsible for setting and maintaining hard to recruit classifications. Not all lateral transfer opportunities may be considered hard-to-recruit for purposes of administering this policy.

Utilizing the following hard-to-recruit lateral incentives requires Department Head and Chief Executive Office approval prior to any lateral incentive offer to a prospective candidate. Upon hiring a lateral transfer utilizing the hard-to-recruit incentives, the Department must verify and confirm through documentation the candidate's leave accruals with the candidate's current employer.

LATERAL TRANSFER HIRING INCENTIVES

1. Vacation Accruals

Current County policy provides that lateral transfer candidates are treated the same as all new entry level County employees for purposes of determining vacation leave accruals. This incentive would allow for Department Heads with prior approval of the Chief Executive Office to offer a lateral transfer to start County employment with a vacation accrual rate higher than entry level employees. This policy would not front load any vacation leave time for lateral candidates, but would provide the ability to recognize that a lateral candidate is earning vacation leave at a higher rate than entry level employees in their current position. Lateral candidates may be placed within Stanislaus County's existing vacation accrual schedule closest to their current vacation accrual rate, but they may not exceed the vacation accrual rates they are currently earning.

For example, a lateral candidate has 10 years of experience in another County and is earning 160 hours of vacation at the time they transfer employment to Stanislaus County. The lateral candidate's vacation bank would start at zero, the same as all new County employees, however the lateral candidate would begin to accrue vacation leave at a higher rate than new employees. The lateral candidate's accrual rate will be matched as close as possible to the County's applicable vacation rate schedule, but may not exceed the candidate's current 160 hours of vacation leave benefit. This section of the hiring incentive policy may also apply to unclassified management positions identified as hard-to-recruit.

2. Sick leave Accruals

This incentive would allow for Department Heads with prior approval from the Chief Executive Office to offer a lateral transfer to front load the equivalent of six months of sick leave accruals (48 hours) at the start of the first pay period following the date of hire. The lateral transfer would not accrue any additional sick leave until they have completed six months of service. This incentive is intended to provide some continuity of sick leave benefits for candidates who are considering transferring employment to Stanislaus County and losing an existing bank of accrued sick leave benefits.

3. Probationary Period

Current County policy provides that lateral transfer candidates are treated the same as all new entry level County employees and are required to serve a minimum 12 month probationary period to qualify for permanent status. This incentive would allow for Department Heads to grant a lateral transfer permanent status upon completion of six months of satisfactory employment with Stanislaus County, as evidenced by a documented performance evaluation. This provision may be used when the candidate has already gained permanent status in the same classification with his/her current employer. If the candidate were on probation with his/her current organization, the County's initial probationary period of 12 months would apply.