CITY OF JOPLIN
COUNCIL AGENDA ITEM

ITEM
Council Bill 2024-608 – approving a Recruitment Incentive Program for filling vacant positions.

MEETING DATE
February 16, 2024

ORIGINATING DEPT
Human Resources

ATTACHMENTS
Recruitment Incentive Program Overview, Recruitment Incentive Program Agreement, Referral Incentive Program Agreement

REVIEWED BY
Director of HR/Risk: Michelle Ducre; Director of Finance: Leslie Haase; City Attorney: Peter Edwards; City Manager: Nicholas Edwards

SUMMARY
This Council Bill approves the adoption of a Recruitment Incentive Program for city employees who refer qualified applicants who are hired and successfully complete their 6 month probationary employment period. The budget is being amended for this program in the amount of $75,000.

BACKGROUND
The ability to recruit, hire, and retain city employees has become increasingly difficult in light of increasingly competitive private and public sector wages. The City has been affected by these conditions which are reflected in current staffing levels. At the end of 2023, the City had 65 vacant positions, down from 97 vacancies in 2022. Currently the City has 34 vacancies with anticipation of seventy employees who are eligible for retirement in the next five years. In an effort to hire qualified candidates and develop succession plans for our future workforce, we are proposing this recruitment incentive program. The hiring of these qualified applicants would aid our recruiting efforts and increase the staff capacity of various departments to fulfill the growing number of projects and action plan initiatives.

FUNDING SOURCE
This program will be funded by the general fund.

RECOMMENDATION
Staff recommends adoption of this Council Bill being an ordinance dealing generally with payment of current city government expenses, and as such, this Ordinance shall become effective immediately upon its passage.

EXHIBIT A

CITY OF JOPLIN
EMPLOYEE REFERRAL PROGRAM

The City of Joplin employee referral program is created to help incentivize current City team members to refer applicants for employment at the City of Joplin. Eligible regular full-time and part-time employees who successfully follow the referral steps below, qualify to receive one thousand dollars ($1,000)* per successful referral upon the new team member's completion of their 6-month probationary period. Referral incentives will have applicable taxes deducted.

*The referral incentive is limited to up to three (3) new referrals per fiscal year. The employee referred cannot be an existing employee. Former City of Joplin employees who are eligible for rehire and who separated from City employment at least five (5) years may be referred for consideration.

Note: Council Members, City Manager, Assistant City Manager, Finance Director, Department Heads, members of Human Resources, Immediate Relatives of the referred employee, and any staff involved in hiring the team member are **not eligible** for referral incentives.

TO RECEIVE THE INCENTIVE, FOLLOW THE STEPS BELOW:

City Team Member Requirements



- Notify your applicant referral of existing job vacancy
- Instruct them to mark on the application that they heard about the position through a city employee **AND** they **must** list or write your name on the application next to the employee name section

Failure to complete the steps above will result in referral incentive being forfeited

Applicant Requirements



- At the time of completing the application, the applicant must list that they heard about the job from a City employee
- On the application, next to the employee name section, type or write the first and last name of the referring employee

AMENDED COUNCIL BILL NO. 2024-608 ORDINANCE NO.

AN ORDINANCE approving a Recruitment Incentive Program designed to attract qualified candidates for vacant positions at the City of Joplin; amending the Annual Budget of the City of Joplin for the Fiscal Year 2023-2024 as adopted by Ordinance 2023-158 on October 16, 2023; and setting a date when this Ordinance shall become effective.

WHEREAS, the City of Joplin has over thirty (30) unfilled positions and desires to attract and retain qualified applicants, and

WHEREAS, this program would allow referral incentives for qualified City of Joplin employees who refer an applicant that successfully completes their six month probationary period, and

WHEREAS, this program allows for increased capability to recruit and retain qualified candidates for employment with the City of Joplin.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, as follows:

Section 1. That the Recruitment Incentive Program, attached hereto as Exhibit "A", is hereby approved.

Section 2. As set forth in Recruitment Incentive Program, Exhibit "A", City of Joplin employees that meet qualifications may receive up to three (3) referral incentives in the amount of One Thousand Dollars ($1,000.00) for each qualified applicant (not to exceed three) they refer that are hired and successfully complete the six (6) month probationary period. Former employees who are eligible for rehire and who have a five-year separation period may be considered as referred applicants.

Section 3. That fiscal year 2023-2024 budgeted appropriations as adopted by Ordinance 2023-158 be amended by increasing appropriations by the total amount of Seventy-Five Thousand Dollars and No Cents ($75,000.00).

Section 4. That the Director of Finance is hereby directed to make all necessary entries on the City records to show the increase in appropriations.

Section 5. That this ordinance shall become effective on April 1, 2024.

PASSED BY THE COUNCIL OF THE CITY OF JOPLIN, MISSOURI, this ____day of _____, 2024, by a vote of _____.

_____
Doug Lawson, Mayor

ATTEST:

_____
Holly Nagy, City Clerk

APPROVED AS TO FORM:

_____
Peter C. Edwards, City Attorney