



EXECUTIVE ORDER

From: Chris Hillman, City Manager

To: All Irving Employees

Subject: Hiring/Referral Incentive

City Manager's Signature:

Issuing Department: City Manager's Office

EO Reference Number: EO-23K

Effective Date: February 19, 2023

Date Approved:

1. **PURPOSE:** The purpose of this policy is to assist with the recruitment and retention of qualified applicants to fill vacant positions within the city, a referral and hiring incentive plan has been re-implemented effective February 19, 2023.
2. **SCOPE:** All candidates hired in a full-time capacity for positions listed below are eligible to receive a hiring incentive in accordance with this policy.

The City reserves the right to modify, amend, suspend, or terminate this policy, its standard practices, and its administrative procedures at any time, at its sole discretion. Payment of the incentive does not constitute an agreement of continuation of employment with the city.

3. **POLICY:**

Hiring Incentive for the Position of Police Officer:

- Part-time employees currently employed by the city are eligible to receive the hiring incentive if hired as a Police Officer within the city.
- Individuals hired as a Police Officer will receive \$2,666 after their first 30 days of employment provided there are no documented attendance or disciplinary issues.
- Employees that successfully complete their orientation period will receive an additional one-time payment of \$2,667 provided there are no documented attendance or disciplinary issues.
- Employees that successfully complete two years of employment without documented attendance or disciplinary issues will receive an additional one-time payment of \$2,667.

- The maximum amount of hiring incentive that an individual employee may receive is \$8,000.

Hiring Incentive for Animal Services Positions:

The following positions in Animal Services are eligible for the incentive:

Animal Services Officer

- Individuals hired into an Animal Services position will receive \$2,666 after their first 30 days of employment provided there are no documented attendance or disciplinary issues.
- Employees that successfully complete their orientation period - will receive an additional one-time payment of \$2,667 provided there are no documented attendance or disciplinary issues,
- Employees that successfully complete one year of employment without documented attendance or disciplinary issues will receive an additional one- time payment of \$2,667.
- The maximum amount of hiring incentive that an individua/ employee may receive is \$8,000.

Hiring Incentive for other Police Department Positions:

The following positions in the Police Department are eligible for the incentive:

Detention Officer

- Individuals hired into a Detention Officer position will receive \$1,666 after their first 30 days of employment provided there are no documented attendance or disciplinary issues.
- Employees that successfully complete their orientation period will receive an additional one-time payment of \$1,667 provided there are no documented attendance or disciplinary issues,
- Employees that successfully complete one year of employment without documented attendance or disciplinary issues will receive an additional one- time payment of \$1,667.
- The maximum amount of hiring incentive that an individua/ employee may receive is \$5,000.

4. PROCEDURES:

Individuals hired as a full-time employee are eligible for the hiring incentive. A

referral is not required for incoming employees to be eligible. A hiring incentive request must then be completed and submitted to payroll for payment. The department where the employee works is responsible for paying the hiring incentive.

Police Department staff are responsible for tracking and submitting incentive request memos to Human Resources aligned with this Executive Order. This executive order will remain in place for employees hired by December 31, 2025.