

RESOLUTION NO. 22-154

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN EMPLOYEE REFERRAL PROGRAM AND REPEALING RESOLUTION 21-183 REGARDING HIRING INCENTIVES.

BE IT RESOLVED that an Employee Referral Program is hereby approved, in substantially the form **attached as Exhibit A** and presented to the Council today.

AND BE IT FURTHER RESOLVED by the City Council of the City of Panama City Beach, Florida that Resolution 21-183 is hereby repealed.

THIS RESOLUTION shall be effective immediately upon passage.


PASSED in regular session this 12th day of May, 2022.

CITY OF PANAMA CITY BEACH

By: _____


Mark Sheldon, Mayor

ATTEST:



Lynne Fasone, City Clerk

Employee Referral Program Procedures

Description

The City is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come to the City through employee referrals are excellent contributors, stay with us longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to the City, you may be awarded a referral bonus of \$500 (less taxes) if you refer a candidate and he or she is hired.

An add-on referral bonus of \$100 (less taxes) will be paid for hired referrals of candidates for positions in critical staffing of below 50% of budgeted positions.

Employees must refer candidates to Human Resources through the attached candidate referral form.

Payment

Payment will be issued per the below schedule. If the candidate terminates employment prior to the below benchmarks, no payment will be issued.

- \$100 referral bonus awarded after three months from the hire date,
- \$400 referral bonus awarded after one year from the hire date

Program Rules

- All City employees, except those Supervisors and Department Heads for positions for which they're hiring are eligible for the bonus. *Note that supervisors and department heads can't refer anyone for a position for which they are directly or indirectly responsible. They can refer someone for a position that's in a different department, office, or function.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- Referrers are still eligible for rewards even if a candidate is hired later or gets hired for another position.
- There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.
- The referral must represent the candidate's first contact with the City. Seasonal, Part-Time, and former employees of the City are not eligible candidates for referral awards.
- Candidates must be hired as permanent full-time employees (not as part-time or seasonal employees.)
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form.
- The referring employee must agree to have his or her name used when the City contacts the candidate.

- The first employee to refer a candidate via email (with referral attachment) will be the only referring employee eligible for payment. Only emails will be accepted.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with City policies and procedures.
- The referring employee must be employed by the City during the period in which the referral bonus is to be paid.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources, the City Manager and the Assistant City Manager.
- Family members as defined by current nepotism guidelines are prohibited from referrals.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. All candidates will be given the same consideration and will pass through our established procedures.

Candidate Referral Form

Job Title:	Department
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Candidate's Name: Referral Date:

Referring Employee's Name:

Work Phone: Work E-mail:

I have read and understand the referral program rules.

Referring Employee's Signature

Date

Submit this form to Human Resources or Civil Service via Email.

INTERNAL USE ONLY:

To: Payroll

From: Human Resources

Charge To:

Target Date for award payment: (within 30 days of hire date below)

Referred candidate's hire date:

RESOLUTION 21-183

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING A ONE YEAR PILOT PROGRAM TO PROVIDE HIRING INCENTIVES FOR CERTAIN VACANCIES IN FULL TIME CITY POSITIONS.

BE IT RESOLVED by the City Council of the City of Panama City Beach that the City Manager is hereby authorized to enter a Hiring Incentive Agreement in an amount not to exceed \$2,100, in substantially the form of the Agreement attached and presented to the Council today, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval. Any Hiring Incentive Agreement shall be limited to the filling of vacancies for permanent full time, entry level and middle management positions only. This Hiring Incentive program, and the City Manager's authority to enter into an Hiring Incentive Agreement, shall terminate on September 30, 2022, unless earlier terminated or extended by Resolution of the City Council.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 24th day of June, 2021.

CITY OF PANAMA CITY BEACH

By: _____


Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

RESOLUTION 21-183

**CITY OF PANAMA CITY BEACH
HIRING INCENTIVE PAY AGREEMENT**

1. Payment of Hiring Incentive

The City of Panama City Beach is pleased to offer you a hiring incentive payment of \$2,100. This incentive pay will be paid in two separate installments, as follows:

- a. \$700 on the next regularly scheduled pay date after you start employment with the City of Panama City Beach;
- b. \$1,400 on the next regularly scheduled pay date following your one-year anniversary with the City.
- c. The incentive pay is taxable, and all regular payroll taxes will be withheld.

2. Repayment Upon Termination Within One Year.

In the event that you leave the City within one (1) year of your employment start date, you will be responsible for reimbursing the City for the initial \$700 hiring incentive already paid. In the event that you leave the City within two (2) years of your employment start date, you will be responsible for reimbursing the City for the entire incentive pay.

By your signature on this employment agreement, you authorize the City to withhold the hiring incentive from any severance and other final pay you receive upon separation of employment, should separation of employment occur within two (2) years of your employment start date.

This Agreement shall terminate and be of no further force and effect one business day following the date of the next regularly scheduled pay date occurring after the second anniversary of your employment with the City.

Employee Name (please print):

Employee Signature:

Date:
