

RESOLUTION NO. 23-171

A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ADOPTING AND APPROVING THE SIGN-ON BONUS POLICY FOR DIFFICULT TO RECRUIT AND/OR RETAIN POSITIONS WITH THE CITY.

BE IT RESOLVED by the City Council that the Sign-on Bonus policy for difficult to recruit and/or retain positions, in substantially the form **attached** as Exhibit A and presented to the Council today, is hereby approved and adopted.

THIS RESOLUTION shall be effective immediately upon passage.

PASSED in regular session this 11th day of May, 2023.

CITY OF PANAMA CITY BEACH

By: 
Mark Sheldon, Mayor

ATTEST:


Lynne Fasone, City Clerk

Sign-On Bonus Policy

Purpose and Objective

The purpose of the sign-on bonus policy is to outline the requirements and responsibilities (of both the management of the City and the employee), involved with the timing of payments, the factors in determining the appropriate amount, and the implementation of the sign-on bonus. The sign-on bonus is a non-recurring and non-accumulating sum of money which is paid to an employee with the sole objective of incentivizing the employee who is receiving the bonus to accept employment at the City for difficult to recruit and/or retain positions. The sign-on bonus is subject to federal taxes.

Eligibility

The bestowing of the sign-on bonus upon the employee from the City is contingent upon the following eligibility factors:

1. Employees must be hired as a full-time employee and must also be in a position title which has been determined by management of the City as difficult to recruit and/or retain.
2. Subcontractors and/or independent consultants are not eligible to receive sign-on bonuses.

Responsibilities of the Employee

Upon the determination of the sign-on bonus and eligible employees, after the communication of such to eligible employees, and prior to the payment of the sign-on bonus, the employee is responsible for the following:

1. The employee is responsible for agreeing to and signing a written agreement between the employee and the City to ensure understanding of and agreement to the stipulations therein:
 - a. The employee must maintain employment at the City for a minimum of one (1) year from the date of hire. If the employee is unable to satisfy the 1 year minimum requirement and is terminated (voluntary or involuntary) before that point, the employee is responsible for the re-payment of the pro-rated portion of the sign-on bonus that was paid. For example, if the employee completes 9 months of service, the employee must repay 25% of the sign-on bonus paid (for the remaining 3 months of the year for which the employee did not provide service).
 - b. The sign-on bonus may be used as tuition assistance for the eligible employee to fulfill the minimum certifications required for the position with the City making payments directly to the institution providing the training. If the sign-on bonus is in the form of tuition assistance, the City will attempt to provide such assistance in

a manner where it is not taxable by the federal government as income to the employee if such can be accomplished and be in compliance with federal law.

Actions

Management determines, based on past experience and historical and current staffing patterns of the City, which position titles are deemed difficult to recruit for and/or retain. This determination will be utilized in determining the eligible employees to receive the sign-on bonus. Sign-on bonuses will be utilized for these position titles only when other recruitment methods have been deemed unsuccessful. Key factors management will consider in determining which position titles are difficult to recruit/retain consist of the following:

1. Turnover frequency and existing vacancies
2. Labor market factors, conditions of and staffing patterns for other entities in the industry
3. Results of previous recruitment/retention methods
4. Specific qualifications for the position and relative difficulty in attaining such qualifications
5. Availability of funds for the purpose of a sign-on bonus

Before communication of the sign-on bonuses to the eligible employees, the payment terms and payment amounts will be reviewed by the City Manager or Assistant City Manager, who will make the final determination of the bonuses to be granted and in what amounts, as well as the determination of the payment date.

Implementation

The amount of the sign-on bonus will not exceed ten (10) percent of the eligible employee's regular annual salary amount.

Communication of the sign-on bonus to the eligible employee will occur simultaneous to the discussion concerning the employee's acceptance of employment at the City. Sign-on bonuses will be paid within the first year of employment, at a specific date determined by the City Manager and communicated to the employee upon acceptance of employment.