



## Fremont Police Department Hiring Bonus Incentive and Referral Incentive Program Guidelines

### **PURPOSE**

The Employee Hiring and Referral Incentive Programs, are intended to incentivize current (FPA and Teamsters represented) employees to identify and encourage **new lateral Police Officer candidates** to apply to the Fremont Police Department.

### **AUTHORITY**

The Human Resources Department administers the following Hiring Bonus Incentive and Referral Incentive programs. The Human Resources Director, or designee, will resolve any issues regarding eligibility, interpretations, and administration of the programs.

### **OVERVIEW OF PROGRAMS, ELIGIBILITY, GUIDELINES & PROCEDURES**

#### **1. Hiring Bonus Incentive Program for New Police Officers (lateral)**

- a. New Lateral Police Officer Hires: The Hiring Bonus Incentive Program pays new lateral Police Officers a total amount of **\$100,000**. \$10,000 is provided upon acceptance of a final offer of employment with the City of Fremont; an additional \$10,000 is paid upon completion of the Field Training Officer (FTO) Program; an additional \$15,000 is paid upon successful completion of probation; an additional \$15,000 is paid upon one (1) full year following completion of probation; \$15,000 is provided upon two (2) years following completion of probation; \$15,000 is paid upon three (3) years following completion of probation; and the remaining \$20,000 is paid for completing the final six (6) months (months 55-60) for a total of five (5) years of service.
  - 10% paid on the first paycheck following the Police Officer's hire with the City of Fremont.
  - 10% paid upon completion of the Field Training Officer (FTO) Program.
  - 15% paid upon successful completion of the probationary period.
  - 15% paid upon one (1) full year following completion of probation.
  - 15% paid upon two (2) full years following completion of probation.
  - 15% paid upon three (3) full years following completion of probation
  - 20% paid for completing the final six (6) months (months 55-60) for a total of five (5) years of service.

#### **Eligibility/Ineligibility**

The candidate must be a new hire to the position of Police Officer (lateral) and must not have prior work history with the City of Fremont.



## **Procedures**

**Human Resources Department:** The Human Resources Department will adhere to all relevant City and Department policies during the hiring process and in issuing hiring incentive bonus payments to new Police Officer hires (lateral).

**Fremont Police Department:** The Fremont Police Department's recruitment/hiring management staff shall notify Human Resources recruitment staff regarding the status and completion of the milestones to ensure hiring incentive bonus payments are issued in accordance to the established scheduled payment timeline.

## **2. Referral Incentive Program for eligible represented FPA and Teamsters employees who refer a successfully placed Police Officer (lateral)**

The Hiring Referral Incentive Program pays a total of **\$10,000** to current eligible represented FPA and Teamsters employees (referrer) who refer non-City employees that are successfully placed into City of Fremont Police Officer (lateral).

The hiring referral bonus is distributed in five equal parts as follows:

1. \$1,000 is paid on the first paycheck following the Police Officer's hire.
2. \$1,000 is paid upon completion of the Field Training Officer (FTO) Program.
3. \$1,500 is paid upon successful completion of the new hire's probationary period.
4. \$1,500 is paid upon one (1) full year following completion of probation.
5. \$1,500 is paid upon two (2) full years following completion of probation.
6. \$1,500 is paid upon three (3) full years following completion of probation.
7. \$2,000 is paid after the Police Officer completes the last six (6) months of a five-year service period.

### **Eligibility/Ineligibility**

- a. Members of the FPA and Teamsters units who are not regularly involved in recruitment, hiring and staffing efforts will be eligible to participate.
- b. The candidate being referred must not currently be employed by the City of Fremont.
- c. The candidate being referred must be a new hire to the position of Police Officer (lateral) and must not have prior work history with the City of Fremont.

### **Guidelines**

**Referring Employee:** There is no limit on the number of candidates that a Referring Employee can provide for the purpose of the New Hire Referral Incentive Program.

**Candidate:** No more than one (1) Referring Employee may be identified by a candidate for each employment application that is submitted. A referring employee must be identified during the application process. If multiple employees are identified, the applicant will be asked to specify the referrer most responsible for their selection of Fremont as an employer when they complete the City of Fremont Hiring Bonus and Referral Form.



## **Procedures**

**Human Resources Department:** The Human Resources Department will adhere to all relevant City and Department policies during the hiring process and in making referral payments to employees.

**Referring Employee:** The Referring Employee refers potential candidates to apply for Police Officer (lateral) positions. If the prospective candidate is hired, the referring employee will be required to complete the applicable section on the City of Fremont Hiring and Referral Bonus Program Form that will be reviewed and verified by the Human Resources Department by the end of the hiring process.

**Candidate:** Notification of the employee referral must be provided by the candidate in the online employment application that is submitted for consideration. The candidate must also identify and verify the employee referral on the Hiring and Referral Bonus Program Form after the candidate has signed the final employment offer acceptance. Only one (1) Referring Employee may be identified by the candidate.

## **INCOME TAX CONSIDERATIONS**

The taxability of any recruitment and hiring incentive, including the Hiring Bonus and Referral Bonus, shall be based on current state and federal tax regulations, and applicable taxes shall be borne by the incentive recipient (employee). Additionally, taxes shall be withheld as bonus earnings from the Hiring Referral Bonus and reported to the Internal Revenue Service as income on the employee's W-2. The Hiring Bonus is not considered "salary" and shall not be included for the purposes of retirement benefit calculations or salary increases.