

KINGMAN COUNTY SHERIFF'S OFFICE

POLICY AND PROCEDURE MANUAL

AUTHORITY: SHERIFF RANDY L. HILL

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Number of Pages 2

SECTION 35.0 KINGMAN COUNTY SHERIFF'S OFFICE RETENTION PROGRAM

BACKGROUND

Retention of good employees is always important in any institution. The Kingman County Sheriff's Office especially wants to maintain qualified Deputy Sheriffs, Communication Officers, Detention Officers, and support staff.

PURPOSE

The purpose of this 2-year Retention Program is to attract and retain certain Kingman County Sheriff's Office personnel. This policy will offer financial incentives to employees hired or currently employed in specific positions.

POLICY

1. All permanent full time Sheriff's Office employees are eligible for the Retention Program as described below.
2. **Current Sheriff's Office personnel employed before January 1, 2020 shall receive additional incentive compensation in an aggregate amount of \$1,500 in three \$500 installments.** Such compensation will be paid as follows after deductions for all federal and state withholding as required by law:
 - \$500 paid in January 2020 in recognition of employees' prior service.
 - \$500 upon the successful completion of employment for the period ending December 31, 2020 and a rating of at least "Meets Expectations" on the employees' annual performance evaluation.
 - \$500 upon the successful completion of employment for the period ending December 31, 2021 and a rating of at least "Meets Expectations" on the employees' annual performance evaluation.

3. **Sheriff Office personnel hired on or after January 1, 2020** will receive additional incentive compensation in an aggregate amount of **\$1,500 payable in three \$500 installments**. Such payments will be paid as follow after deductions for all federal and state withholding as required by law:
 - \$500 upon (1) successful completion of required training and (2) a rating of at least “Meets Expectations” on the employee’s 3-month evaluation.
 - \$500 upon successful completion of 12 full months of employment and a rating of at least “Meets Expectations” in the employees first year performance evaluation; and
 - \$500 upon the successful completion of 24 full months of employment and a rating of at least “Meets Expectations” on the employees’ annual performance evaluation.
4. Employees are eligible for such incentive payments only if they are employed in the Sheriff’s Office on the date such payments are payable.
5. Employees are only eligible one time for this program.
6. All personnel are required to sign declaration either agreeing to or declining to participate in the Retention Program.
7. At an employee’s new hire orientation, the employee shall review this Retention Program and select /sign the election form.
8. At the completion of an employee’s successful completion of the employment time in service as set forth above, the Sheriff will notify the County Clerk of such completion.
9. If an employee transfers to another County department the employee will forfeit the employee’s eligibility to participate in the Retention Program.
10. Any employees who elect to participate in the Retention Program shall be eligible to receive such incentive payments if the program is eliminated.
11. Kingman County employee who refers an individual to the Sheriff for employment for any open position will receive an Incentive Program referral bonus in the amount of \$150 to be paid if the person referred by the employee is hired and if such new employee successfully completes at least six-months service from the date such new employee is first employed. Such referral bonus will be paid after deduction of all federal and state taxes and withholding required by law on the first payroll date after the new employee completes the required six months of service.