



RESOLUTION 2021-48

The Implementation of a Hiring and Referral Incentive Program

WHEREAS, Counties across New Mexico are experiencing significant challenges in hiring qualified employees to fill critical positions; and

WHEREAS, the need to fill vacancies at the Roosevelt County Detention Center is reaching a critical stage; and

WHEREAS, the Board of County Commissioners desires to implement a program to award incentives for prospective employees to encourage them to seek employment as detention officers at the RCDC, to encourage officers at the Detention Center and Sheriff's Office to maintain their employment at RCDC and to encourage all Roosevelt County employees to refer potential employees for employment as detention officers; and,

WHEREAS, the Hiring and Referral Incentive program will be in effect for approximately seven months beginning December 7, 2021 and ending June 30, 2022. Officers hired after December 7, 2021 but before June 30th, 2022 who are in the process of working toward their six (6) or twelve (12)-month anniversary date will be allowed to complete the program and receive their incentives after the program end date of June 30, 2022; and,

WHEREAS, only newly hired full-time RCDC Detention Officers and Roosevelt County Sheriff's Office below the rank of sergeant are eligible for the hiring incentive. To be eligible for the \$500 incentive, the officer must continuously and successfully work as a Detention Officer at RCDC for six (6) consecutive months after December 7, 2021 with exceptions for leave under two (2) weeks (14 consecutive days, including weekends) in length. For extended leave in excess of 14 consecutive days the six (6) months required for eligibility will pause during the extended leave and will start again when the officer returns to work. The \$500 incentive will become payable on the second scheduled pay period of the month following the six-month anniversary date; and

WHEREAS, to be eligible for the \$1,000 incentive (which is inclusive of the first \$500.00), the officer must continuously and successfully work as a Detention Officer at RCDC for twelve (12) consecutive months, with exceptions for leave under two weeks (14 days consecutive days, including weekends) in length. For extended leave in excess of 14 consecutive days, the twelve months required for eligibility will pause during the extended leave will start again when the officer returns to work. The \$1,000 incentive will become payable on the second scheduled pay period of the month following the twelve (12)-month anniversary date; and

WHEREAS, Detention Officers working under Performance Improvement Plans ("PIPs") due to disciplinary action will not have PIP time counted toward continuous employment for incentive purposes. An officer's eligibility will pause for the length of time on PIP and will resume once the officer has successfully completed the PIP; and

WHEREAS, Payments shall be subject to federal and state tax withholding, and all other regular withholdings and deductions from the officer's paycheck; and



WHEREAS, to obtain the referral incentive, the referring employee must be a Roosevelt County employee. The referring employee must refer a qualified applicant who is hired by Roosevelt County as a full-time Detention Officer. A referral form must be completed by the referred applicant on the applicant's first day of employment during New Employee Orientation. The referral form must be submitted to the Human Resources Office prior to beginning work in the RCDC. The referred applicant must name the referring employee on the referral form; and

WHEREAS, the referring employee will be paid a \$250 Referral Incentive if the referred applicant serves as a full-time Detention Officer for six (6) continuous and successful months of employment, with exceptions for leave under two (2) weeks (14 consecutive days, including weekends) in length. For extended leave in excess of 14 consecutive days, the six (6) months of continuous employment required for eligibility will pause during the extended leave and will start again when the officer returns to Full-time work; and

WHEREAS, the referring employee will be paid a \$500 Referral Incentive (which is inclusive of the first \$250.00) if the referred applicant serves as a full-time Detention Officer for twelve (12) continuous and successful months of employment, with exceptions for leave under two (2) weeks (14 consecutive days, including weekends) in length. For extended leave in excess of 14 consecutive days, the twelve (12) months of continuous employment required for eligibility will pause during the extended leave and will start again when the officer returns to work; and

WHEREAS, the referring employee will not receive credit toward continuous employment for referral incentive purposes when a Detention Officer referred for employment is working under a Performance Improvement Plan ("PIP") due to disciplinary action. Time counted for continuous employment purposes will resume once the referred detention officer has successfully completed the PIP; and

WHEREAS, the \$250 Referral Incentive will be paid in one installment in the referring employee's paycheck after the new hire has successfully completed six (6) months of continuous employment, on the second scheduled pay period. All regular withholdings and deductions shall be made, including taxes; and

WHEREAS, the \$500 Referral Incentive will be paid in one installment in the referring employee's paycheck after the new hire has successfully completed twelve (12) months of continuous employment, on the second scheduled pay period. All regular withholdings and deductions shall be made, including taxes; and

WHEREAS, The Referral Incentive Program will begin December 7, 2021 and end June 30, 2022. If a Detention Officer hired after December 7, 2021 but before June 30, 2022 is in the process of working toward the Officer's six (6) or twelve (12)-month anniversary date when the program ends on June 30, 2022, then the referring employee will be paid \$250 or \$500 respectively in the second pay period of the month following the Detention Officer's six (6)-month or twelve (12)-month anniversary date.

NOW THEREFORE, BE IT RESOLVED, the Roosevelt County Board of County Commissioners that it shall implement the Hiring and Referral Incentive program in conformity with this Resolution, and that the County Manager shall be directed to carry the implementation of this Hiring and Referral Incentive program into full force and effect as quickly as is practicable.



PASSED, APPROVED, and ADOPTED on this 7th day of December, 2021 by the Board of Roosevelt County Commissioners in an open meeting in Portales, New Mexico.

**BOARD OF COUNTY COMMISSIONERS
ROOSEVELT COUNTY, NEW MEXICO**

ATTEST:

Mandi M. Park
Mandi Park, County Clerk

Tina Dixon
Tina Dixon, Chairman – District IV

absent
Lewis (Shane) Lee, Vice Chair – District III

Dennis Lopez
Dennis Lopez, District I

Rodney Savage
Rodney Savage – District II

Paul Grider
Paul Grider – District V



MP

