



RESOLUTION NO. 2023-28

Reinstatement of the Hiring and Referral Incentive Program

WHEREAS, Counties across New Mexico have continued to experience significant challenges in hiring qualified employees to fill critical positions; and

WHEREAS, the need to fill vacancies at the Roosevelt County Detention Center (RCDC) and the Roosevelt County Sheriff's Office remain a top priority and have approached a critical stage; and

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

WHEREAS, the Hiring and Referral Incentive program will be in effect for approximately 12 months beginning July 1, 2023 and ending June 30, 2024. Officers and deputies hired after July 1, 2023 but before June 30, 2024 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, 2024; and,

WHEREAS, only newly hired full-time detention officers and sheriff deputies below the rank of sergeant are eligible for the hiring incentive. To be eligible for the \$500 incentive, the officer/deputy must continuously and successfully work as a detention officer/deputy for six (6) consecutive months after December 1, 2023 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/deputy 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/deputy must continuously and successfully work as a detention officer or deputy 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/deputy 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 or deputies working under Performance Improvement Plans ("PIPs") due to disciplinary action will not have PIP time counted toward continuous employment for incentive purposes. An officer/deputy'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/deputy'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 or deputy. 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 at Roosevelt County. 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 or deputy 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/deputy 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 or deputy 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/deputy returns to work; and

WHEREAS, the referring employee will not receive credit toward continuous employment for referral incentive purposes when a detention officer or deputy 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 officer/deputy 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 additional \$250 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 July 1, 2023 and end June 30, 2024. If a detention officer or deputy hired after July 1, 2023 but before June 30, 2024 is in the process of working toward their six (6) or twelve (12)-month anniversary date when the program ends on June 30, 2024, then the referring employee will be paid either referral incentive installment of \$250 respectively in the second pay period of the month following the detention officer or deputy'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 revise the Hiring and Referral Incentive program in conformity with this Resolution, repealing and replacing Resolution 2022-38, 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 11th day of July, 2023 by the Board of Roosevelt County Commissioners in an open meeting in Portales, New Mexico.

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

ATTEST:

Mandi M Park
Mandi Park, Roosevelt County Clerk

Paul Grider
Paul Grider, *Chair* – District V
Voted: Yes No Abstained

Rodney Savage
Rodney Savage, *Vice Chair* – District II
Voted: Yes No Abstained

Dennis Lopez
Dennis Lopez – District I
Voted: Yes No Abstained

Roy Lee Criswell
Roy Lee Criswell – District III
Voted: Yes No Abstained

Tina Dixon
Tina Dixon – District IV
Voted: Yes No Abstained

