



# CITY COUNCIL STAFF REPORT



**March 1, 2022**

## **ITEM TITLE**

Employee Referral Program: Approve the City's Referral Program for Hard-to-Fill Positions

**Report Number:** 22-0086

**Location:** No specific geographic location

**Department:** Human Resources

**Environmental Notice:** The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

## **Recommended Action**

Adopt a resolution approving the City of Chula Vista's Referral Program for hard-to-fill positions.

## **SUMMARY**

The City of Chula Vista actively recruits qualified candidates to fill all positions throughout the organization but recognizes there are certain hard-to-fill positions that the City needs additional help from employees to obtain a more robust applicant pool. Eligible employees that make a successful referral, as defined by the City's policy will receive an incentive (either leave hours or payment paid over years). The City has met and conferred with all labor groups on the proposed policy.

## **ENVIRONMENTAL REVIEW**

### **Environmental Notice**

The activity is not a "Project" as defined under Section 15378 of the California Environmental Quality Act State Guidelines; therefore, pursuant to State Guidelines Section 15060(c)(3) no environmental review is required.

### **Environmental Determination**

The Director of Development Services has reviewed the proposed activity for compliance with the California Environmental Quality Act (CEQA) and has determined that the activity is not a "Project" as defined under

Section 15378 of the State CEQA Guidelines; therefore, pursuant to Section 15060(c)(3) of the State CEQA Guidelines, the activity is not subject to CEQA. Thus, no environmental review is required.

## **BOARD/COMMISSION/COMMITTEE RECOMMENDATION**

Not applicable.

## **DISCUSSION**

The City of Chula Vista actively recruits qualified candidates to fill all positions throughout the organization but recognizes there are certain hard-to-fill positions that the City needs additional help from employees to obtain a more robust applicant pool. Research shows and our experience supports, that new hires who come into an organization through employee referrals are excellent contributors, stay with the organization longer and are a more cost-effective hire.

Eligible employees that make a successful referral, as indicated in the City's proposed policy (Attachment 1), will receive either 16 hours of leave to be used in the fiscal year earned or a \$3,000 referral payment that will be paid over five years in three installments shown below:

- \$1,000 upon hire of referred employee;
- \$1,000 upon completion of probation; and
- \$1,000 upon five (5) year anniversary of referred employee's hire date.

The employee that provides the referral may select either option.

The Human Resources Department will be responsible for creating and maintaining the "Hard to Fill Classification List." All classifications on the list will be eligible for the referral program if the criteria are met as defined in the City's policy.

Approval of the resolution will approve the City's Referral Program for Hard-to-Fill positions.

## **DECISION-MAKER CONFLICT**

Staff has determined that the action contemplated by this item is ministerial, secretarial, manual, or clerical in nature and, as such, does not require the City Council members to make or participate in making a governmental decision, pursuant to California Code of Regulations Title 2, section 18702.4(a). Consequently, this item does not present a conflict under the Political Reform Act (Cal. Gov't Code § 87100, et seq.). Staff is not independently aware and has not been informed by any City Council member, of any other fact that may constitute a basis for a decision maker conflict of interest in this matter.

## **CURRENT-YEAR FISCAL IMPACT**

Funding for the referral payments will be offset through salary savings achieved from the vacant positions.

## **ONGOING FISCAL IMPACT**

Funding for the referral payments will be offset through salary savings achieved from the vacant positions.

## ATTACHMENTS

- (1) Human Resources Department Policies and Procedures: Referral Program for Hard to Fill Positions
- (2) Hard to Fill Classification List dated February 16, 2022

*Staff Contact: Courtney Chase, Director of Human Resources/Risk Management*