

CITY OF MADERA Human Resources Policy	Policy No. HR-1
	Date Adopted: 3/18/2026
	Date(s) Revised:
Subject: Hiring Bonus Program for Eligible Positions	

SCOPE

This policy addresses qualifications and parameters of hiring bonuses that may be offered by the City Manager to candidates for eligible positions as approved by the City Council. This policy is complimentary to the City’s Personnel Rules & Regulations and Civil Service Rules in support of recruitment of qualified, experienced candidates and no hiring bonus offer may pre-date the conditional offer of employment.

DEFINITIONS:

Lateral Police Officer Candidate: A Lateral Police Officer Candidate is an applicant for employment that meets the qualifications of the Police Officer II job specification, specifically at least two (2) years of full-time work experience as a sworn police officer for a California law enforcement agency. An individual who meets the requirements for Reinstatement as defined by the City’s Personnel Rules & Regulations is not a Lateral Police Officer Candidate, nor is any applicant for Police Officer who has been employed currently or previously by the City within one year from the date of a conditional offer of employment.

Lateral Public Safety Dispatcher Candidate: A Lateral Public Safety Dispatcher Candidate is an applicant for employment that meets the qualifications of the Public Safety Dispatcher II job specification, specifically at least three (3) years of full-time work experience as a Public Safety Dispatcher or equivalent for a California law enforcement agency. An individual who meets the requirements for Reinstatement as defined by the City’s Personnel Rules & Regulations is not a Lateral Public Safety Dispatcher Candidate, nor is any applicant for Public Safety Dispatcher who has been employed currently or previously by the City within one year from the date of a conditional offer of employment.

Licensed Civil Engineer Candidate: A licensed Civil Engineer is an applicant for employment that holds a Professional Engineer (PE) license issued by the State of California in Civil Engineering and is an applicant for a job classification for which a PE license in Civil Engineering is a required minimum qualification. An individual who meets the requirements for Reinstatement as defined by the City’s Personnel Rules & Regulations is not a Licensed Civil Engineer Candidate, nor is any applicant for a Civil Engineer position who has been employed currently or previously by the City within one year from the date of a conditional offer of employment.

POLICY

1. The City Manager is authorized to offer a hiring bonus to qualified Lateral Police Officer Candidates, Lateral Public Safety Dispatcher Candidates, and Licensed Civil Engineer Candidates. Any hiring bonus offer must be made in conjunction with a Conditional Offer of Employment and must follow established Civil Service, recruitment, and workflow steps and processes. Any offer made, either verbally or in writing, that does not follow established Civil Service, recruitment, and/or workflow steps and processes will be considered null and void and any City employee who attempts to make a hiring bonus offer without following this protocol will be subject to disciplinary action, up to and including termination.
2. Any candidate who accepts a Conditional Offer of Employment that includes a hiring bonus must make a three (3) year commitment to remain employed with and actively working for the City, unless otherwise terminated by the City. Such commitment will be captured in the candidate's Conditional Offer of Employment and candidate's acceptance of same.
3. The City Manager is authorized to offer the following hiring bonus, to be paid after the candidate begins employment as follows:
 - a. A one-time lump sum payment of \$15,000.00 at hire to be paid in the first paycheck for the employee, paid in the regularly established pay cycles of the City.
 - b. After one (1) year of continuous employment, a one-time lump sum payment of \$10,000.00 to be paid in the paycheck issued for the pay period in which the employee's one-year anniversary occurs.
 - c. After two (2) years of continuous employment, a one-time lump sum payment of \$10,000.00 to be paid in the paycheck issued for the pay period in which the employee's two-year anniversary occurs.
4. Prior to payment of the hiring bonus pursuant to 3b and 3c above, the Human Resources Director shall review the timesheet entries for the applicable employee for the preceding year. For any paid leave of absence greater than two (2) consecutive weeks, or any leave of absence without pay, employee's hire anniversary date for purposes of the bonus to be paid pursuant to 3b and 3c above will be adjusted by an equivalent duration of time. Such adjustment will be documented in writing by the Director of Human Resources and notice will be provided to the employee, Payroll, and applicable Department Head of the revised hire anniversary date for bonus purposes.
5. For any employee who accepts a hiring bonus and leaves City service prior to completion of their three-year (3-year) commitment, such separation will be documented in the employee's Personnel File as a negative separation and the individual will not be eligible for rehire or reinstatement with the City of Madera.

- a. If early separation before completion of the three-year (3-year) commitment is supported by extenuating circumstances, the City Manager may override the negative separation designation. Such extenuating circumstances shall be unexpected, unanticipated, and significantly impact the employee's ability to continue work for the City of Madera. In such cases, the individual will be eligible for consideration of rehire or reinstatement, however will not be eligible for participation in the hiring bonus program if still offered nor will they receive any hiring bonus not yet earned/paid by the City.
6. This policy will be effective upon adoption by the City Council and will automatically terminate after one (1) year. Any hiring bonus offer made under this policy must occur during the 1-year policy duration; in-process applicants at the 1-year expiration date who have not yet completed steps for a conditional offer of employment will not be eligible for a hiring bonus offer.