

# **Memorandum of Agreement**

## **New Hire Recruitment and Retention Incentive Program**

### **I. Parties**

The parties to this Memorandum of Agreement (hereinafter "MOA") are Multnomah County, Oregon (hereinafter "County") and Local 88 of the American Federation of State, County and Municipal Employees, AFL-CIO (hereinafter "Union").

### **II. Background**

- A. The parties have an interest in addressing recruitment challenges and increasing attrition of certain Multnomah County represented positions to improve employee retention and ensure adequate staffing.
- B. Recruiting, on-boarding, and training of employees in positions with high first year attrition rates results in additional costs and affects the morale of remaining staff.
- C. Vacant positions negatively impact workloads, employee morale, and also increase the attrition rate.
- D. The parties have an interest in a New Hire Recruitment and Retention Incentive Program to incentivize new hires to remain with the County and reduce voluntary turnover.

THEREFORE, the parties mutually agree as follows:

### **III. Terms**

- A. The New Hire Recruitment and Retention Incentive Program will begin upon the date this MOA is fully executed. Incentive amount shall be established by the Appointing Authority, and shall be an amount between \$400 - \$1,500 and remain consistent for similarly impacted positions and job profiles.

#### **B. Eligibility**

To be eligible for an incentive, positions and new hires must meet the following criteria:

1. Position must have significant and documented recruitment and/or retention issues as determined by the Appointing Authority. For example:
  - a. Multiple failed recruitments
  - b. High number of vacant positions
  - c. High level of turnover
  - d. Significant community and operational impacts
  - e. Action must appear prudent to the public

2. New hires must meet the following criteria:

- a. Must be newly appointed to a regular position of a minimum of 0.50 Full-Time Equivalency (hereinafter "FTE")
  - i. "Newly appointed" refers to the first regular appointment to Multnomah County Service. This may include employees who were originally hired as on-call, temporary, or Limited duration and who have been newly appointed to a regular position with the County. Note: This does not include employees who have had regular employment with the County in the past.
  - ii. An employee is only eligible to receive the New Hire Recruitment and Retention Incentive once in the course of employment with Multnomah County during their lifetime. Note: If an employee received a retention incentive per an applicable CBA in the past, they are not eligible for an additional incentive per this MOA.

C. New Hires meeting the eligibility criteria in III.B. above, shall receive a one-time New Hire Recruitment and Retention Incentive payment of between \$400-\$1,500 measured from the New Hire's first day of employment in a qualifying, regular position. The bonus amount shall be determined by the Department and shall consider equity and market rates.

1. The incentive shall be paid in the employee's first paycheck as follows:
  - a. The incentive shall be prorated based on the employee's assigned FTE.
  - b. The incentive shall be prorated by both FTE and time in assignment when an eligible employee's assigned FTE changes.

D. Repayment of New Hire Recruitment & Retention Incentive

1. If an employee voluntarily terminates from County employment within

twelve (12) months after receiving the New Hire Recruitment & Retention Incentive, the employee must repay a prorated amount of the incentive for the remaining pay periods left in the twelve- (12-) month period.

- a. For example, if a new hire 1.00 FTE employee receives the \$1,200 incentive at the time of hire, works three (3) months (six (6) pay periods), and voluntarily leaves County employment, the employee would need to repay nine (9) months (eighteen (18) pay periods) of the incentive.
- b. This would calculate out to be a repayment of \$900.
- c. Calculation:
  - i.  $\$ 1,200 / 24 \text{ pay periods} = \$50 \text{ per pay period}^1$
  - ii.  $\$50 \times 18 \text{ remaining pay periods} = \$900 \text{ total repayment.}$

2. Exceptions to the twelve (12) month employment requirement may be made upon mutual agreement between the Union and the County based on hardship or emergency circumstances. Employees receiving the New Hire Recruitment and Retention Incentive shall be informed of these requirements at the time of hire (E.g., offer letter); if the employee was not notified of these requirements, the County may not recoup the incentive.
3. Required repayments of any portion of the New Hire Recruitment and Retention Incentive shall be collected through payroll deduction from any final payments (including final paychecks or severance) due to the employee.

- D. Each one-time New Hire Recruitment and Retention Incentive disbursement will be made through County Payroll on the employee's regular paycheck, and is subject to required tax withholdings and deductions.
- E. The New Hire Recruitment and Retention Incentive Program will be periodically evaluated to determine the effect it has had on recruitment and retention.
- F. This MOA will expire on June 30, 2025, unless the parties mutually agree to extend the MOA.
- G. This MOA shall not be construed as establishing a precedent, practice, or custom, and neither party may raise it as such in any other forum.

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<sup>1</sup> If the bonus amount, when divided by the 24 pay periods, requires rounding, then the higher rounded amount shall be paid first.


H. Any dispute over the meaning, interpretation, or application of this MOA shall be subject to the grievance procedure set forth in Article 18 of the AFSCME Local 88 General Unit 2022-2025 CBA.

Agreed to this 31<sup>st</sup> day of July, 2023.

For the Union:

For the County:

  
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Jordan Muehe  
Oregon AFSCME Council Representative

  
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Elizabeth Calixtro  
Labor Relations Manager