



Administrative Policy

Title: Incentive Pay Program - Experienced Lateral Police Officers and Public Safety Dispatchers					
Administered By: Human Resources					
Policy No.	Issue Date	Revision Date	Dept. Head Approval	City Manager Approval	Mayor Approval
01400.805	11-06-2019	06-16-2021			

ARTICLE I - PURPOSE

Section 1.1 General Purpose

The purpose of this policy is to implement a program that provides an incentive pay to certain experienced lateral police officers and public safety dispatchers hired by the City between December 1, 2019 and June 30, 2022.

Section 1.2 Superseded Policies

This policy supersedes and replaces the following policies, which are hereby eliminated in their entirety and are of no further force and effect:

NONE

ARTICLE II - DEFINITIONS AND SCOPE

Section 2.1 Definitions

For purposes of this policy, the following definition shall apply:

- A. Eligible Lateral Police Officer. The term “Eligible Lateral Police Officer” shall mean a person who meets all of the following criteria: (1) their Employee Appointment/Hire Date for the position of police officer I or II falls during the Eligibility Period; (2) they had passed probation as a duly sworn police officer with another California public agency; and (3) they had continuously been employed by that public agency for at least one (1) year prior to their Offer Date.

- B. Eligible Lateral Public Safety Dispatcher. The term “Eligible Lateral Public Safety Dispatcher” shall mean a person who meets all of the following criteria: (1) their Employee Appointment/Hire Date for the position of public safety dispatcher I flex or II flex falls during the Eligibility Period; (2) they had passed probation as a duly certified public safety dispatcher with another California public agency; and (3) they had continuously been employed by that public agency for at least one (1) year prior to their Offer Date.
- C. Eligibility Period. The term “Eligibility Period” shall mean December 1, 2019 through June 30, 2022.
- D. Employee Appointment/Hire Date. The term “Employee Appointment/Hire Date” shall mean the date on which an employee begins his or her employment with the City and for which he or she is entitled to compensation under applicable law.
- E. Hiring Incentive. The term “Hiring Incentive” shall mean the following:
- Eligible Lateral Police Officer: Two thousand five hundred dollars (\$2,500) with an employee appointment/hire date between December 1, 2019 and June 16, 2021 and five thousand dollars (\$5,000) with an employee appointment/hire date between June 17, 2021 and June 30, 2022.
 - Eligible Public Safety Dispatcher: One thousand five hundred dollars (\$1,500) with an employee appointment/hire date between December 1, 2019 and June 16, 2021 and two thousand five hundred dollars (\$2,500) with an employee appointment/hire date between June 17, 2021 and June 30, 2022.
- F. Offer Date. The term “Offer Date” shall mean the date on which a written offer of employment is issued by the City to a potential employee.
- G. Retention Incentive. The term “Retention Incentive” shall mean the following:
- Eligible Lateral Police Officer: Two thousand five hundred dollars (\$2,500) with an employee appointment/hire date between December 1, 2019 and June 16, 2021 and five thousand dollars (\$5,000) with an employee appointment/hire date between June 17, 2021 and June 30, 2022.
 - Eligible Lateral Public Safety Dispatcher: One thousand five hundred dollars (\$1,500) with an employee appointment/hire date between December 1, 2019 and June 16, 2021 and two thousand five hundred dollars (\$2,500) with an employee appointment/hire date between June 17, 2021 and June 30, 2022.
- H. Probation Completion Date. The term “Probation Completion Date” shall mean the date on which an Eligible Lateral Police Officer or Eligible Lateral Public Safety Dispatcher successfully completes their initial probationary period, as provided for

in Section 2.2(A) of Administrative Policy 200.01 (Personnel Classification and Affordable Care Act Policy) and Corona Municipal Code Section 2.40.080.

Section 2.2 General Scope

Unless otherwise stipulated herein, this policy applies to all employees involved in the City's hiring and payment of lateral police officers and public safety dispatchers. All such employees shall comply with the provisions outlined in this policy. It is the responsibility of all supervision to ensure that the provisions outlined in this policy are enforced for those applicable City employees under their authority.

ARTICLE III - RULES AND REGULATIONS

Section 3.1 Eligibility

- A. Hiring Incentive. Each Eligible Lateral Police Officer or Eligible Lateral Public Safety Dispatcher shall be entitled to receive their applicable Hiring Incentive on the first full pay period following their Employee Appointment/Hire Date.
- B. Retention Incentive. Each Eligible Lateral Police Officer or Eligible Lateral Public Safety Dispatcher shall be entitled to receive their applicable Retention Incentive on the first full pay period following their Probation Completion Date.

Section 3.2 Miscellaneous

- A. Chief of Police Discretion. The determination of whether a particular employee meets the definition of an Eligible Lateral Police Officer or Eligible Lateral Public Safety Dispatcher, as well as whether the applicable eligibility criteria provided for in Section 3.1 above have been met, shall be made by the Chief of Police in his or her sole discretion.
- B. Automatic Policy Termination. This Policy shall automatically terminate and have no force and effect as of June 30, 2022. Notwithstanding the foregoing, for those Eligible Lateral Police Officers or Eligible Lateral Public Safety Dispatchers whose Employee Appointment/Hire Date falls during the Eligibility Period, this Policy shall continue in effect for the purpose of determining whether they have met the eligibility criteria provided for in Section 3.1 above and are thus entitled to their applicable Hiring Incentive and/or Retention Incentive.

PRIOR VERSIONS

ISSUED: 11-06-2019
REVISED: 06-16-2021