

**TOOELE COUNTY  
RESOLUTION 2021-33**

**A RESOLUTION ADOPTING PROCEDURES FOR AWARDING  
RETENTION BONUSES**

**WHEREAS**, Tooele County is obligated to provide certain services to its residents; and

**WHEREAS**, those services are best provided by a competent and dedicated workforce;

and

**WHEREAS**, it has become increasingly difficult to recruit and retain employees in certain positions; and

**WHEREAS**, the awarding of retention bonuses in certain situations may help to alleviate staffing shortages;


**NOW, THEREFORE, BE IT RESOLVED BY THE TOOELE COUNTY COUNCIL** that:

1. The attached "Procedures for Awarding Retention Bonuses" are hereby adopted.
2. The attached "Procedures for Awarding Retention Bonuses" shall be followed by elected officials and department heads.

**EFFECTIVE DATE:** This resolution shall take effect immediately upon passage.

**DATED** this 17<sup>th</sup> day of August, 2021.

**ATTEST:**

  
\_\_\_\_\_  
TENILLE TINGEY, Interim Clerk

**TOOELE COUNTY COUNCIL:**

  
\_\_\_\_\_  
TOM TRIPP, Council Chair



Council Member Hamner voted	<u>aye</u>
Council Member Hoffmann voted	<u>absent</u>
Council Member Thomas voted	<u>aye</u>
Council Member Tripp voted	<u>aye</u>
Council Member Wardle voted	<u>aye</u>

Tooele County  
Res. 2021-33

**APPROVED AS TO FORM:**

 08/19/2021

COLIN R. WINCHESTER  
Deputy Tooele County Attorney

**PROCEDURES FOR AWARDING RETENTION BONUSES**  
**Adopted August 17, 2021**

1. For purposes of this policy, the term “department head” includes elected officials, and the term “department” includes the offices of elected officials.
2. A critical need for retention bonuses does not exist unless a department:
  - (a) has experienced unfilled vacancies exceeding 20% of the number of the department’s approved FTEs for the three most recent consecutive months; or
  - (b) the number of current vacancies in the department has a significant adverse effect on the provision of essential services or revenue streams.
3. Department heads must present a written proposal to the manager. If the manager approves the proposal, the department head must then present the written proposal to the Council for approval.
4. The written proposal must include:
  - (a) the number of employees for whom a retention bonus is proposed;
  - (b) the position titles of the employees for whom a retention bonus is proposed;
  - (c) the amount(s) of the proposed retention bonuses;
  - (d) a statement indicating whether the proposed retention bonuses will be paid in a lump sum or via periodic payments;
  - (e) the criteria upon which proposed retention bonuses will be paid;
  - (f) the date(s) the proposed retention bonuses will be paid;
  - (g) the criteria upon which a paid retention bonus must be repaid if the recipient leaves county employment;
  - (h) written verification from the auditor that funds exist with the department’s current budget to pay the proposed retention bonuses; and
  - (i) written verification from the auditor that the funds to be used are derived solely from the current year’s vacancy savings.
5. The following employees are ineligible to receive a retention bonus:
  - (a) elected officials;
  - (b) department heads; and
  - (c) full-time employees who are actively seeking employment elsewhere.