

# **Kings Community Action Organization**

## **Administrative Policy**

**AP 3231**

**Human Resources: Hiring**

### **Hiring Incentive**

**Purpose:** Provide a hiring incentive to help during challenging recruitment times, resulting in placement of the best qualified applicants for vacant positions in a timely fashion.

**Policy:** A hiring incentive may be enacted by the Board of Directors on an as-needed basis upon determination of a recruitment crisis. A recruitment crisis can occur when any combination of two or more of the following occurs:

1. KCAO turnover rate exceeds 15.0% over a 12-month period.
2. The turnaround time between posting positions and placements into position is, on average, greater than three (3) months.
3. The number of vacant positions exceeds 50% of a 12-month average.
4. The number of qualified candidates is consistently insufficient for five (5) or more vacant positions.

The Executive Director or designee will develop an individual Hiring Incentive Plan (Plan) to enforce a fair and consistent application of this policy. Each individual Hiring Incentive Plan must be approved by the Board of Directors.

Each individual Hiring Incentive Plan must include the following:

1. A start and end date in which the Plan would occur.
2. The position(s) in which the Plan would apply.
3. The amount of the incentive.
4. The timeline in which the incentive would be paid to the new hire, and the means by which it will be paid.

Adopted by Board of Directors: December 15, 2021