



City Manager's Office
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MEMORANDUM

TO: City of Moorhead Licensed Police Officer Staff

FROM: Dan Mahli, City Manager

DATE: July 25, 2024

SUBJECT: Temporary Employee Notice: Police Officer Retention Incentive and Police Officer Recruitment Incentive Program Modification

As stated in my December 12, 2023, memorandum, the City of Moorhead recognizes the increasingly competitive market for Police Officer candidates and the impact this has had on staffing in the Moorhead Police Department. In response to this, and in conjunction with the one-time Public Safety Aid Funding received from the State of Minnesota, the City implemented the Police Officer Retention Incentive and Police Officer Recruitment Incentive Programs.

This memorandum serves as notice that the City is modifying the Temporary Employee Notice for the Police Officer Retention Incentive and Police Officer Recruitment Incentive Programs. Additional details regarding the program modifications are below.

POLICE OFFICER RETENTION INCENTIVE PROGRAM

Purpose

The purpose of the Police Officer Retention Incentive Program is to recognize the increased pressures placed on our Police staff and provide an incentive for those employees to remain with the City of Moorhead during this competitive market for Police Officers.

Retention Payment Plan

Eligible employees who qualify for the Police Officer Retention Incentive Program will receive the following Retention Incentive payments:

- **2024 Up-front Retention Incentive Payment:** eligible employees received a one-time lump sum payment of \$4,000 as taxable income which was paid in the 1/5/2024 payroll. This payment is considered an "up-front" payment with the expectation that the employee will work for the City of Moorhead for the entire 2024 calendar year.

NEW: Effective as of the date of this memorandum, eligible employees will receive an additional one-time lump sum payment of \$2,000 as taxable income to be paid in the August 30, 2024, payroll. This additional payment is considered an “up-front” payment with the expectation that the employee will work for the City of Moorhead for the remainder of the 2024 calendar year.

- **2025 Up-front Retention Incentive Payment:** one-time lump sum payment of \$3,000 as taxable income to be paid in the first payroll occurring after 1/1/2025. This payment is considered an “up-front” payment with the expectation that the employee will work for the City of Moorhead for the entire 2025 calendar year.

NEW: Effective as of the date of this memorandum, eligible employees may elect to receive the 2025 Up-front Retention Incentive Payment earlier than initially stated above, instead receiving the payment in the August 30, 2024, payroll. All eligible employees will need to complete the 2025 Retention Incentive Form noting when they would like to receive the payment. Such employees may choose to receive the payment up-front in August of 2024, up-front in January of 2025, or defer the payment to January of 2026 in order to ensure they complete the full year working requirement.

Employees who leave employment with the City of Moorhead, voluntarily or involuntarily, during the calendar year associated with the above up-front payment, will be required to repay certain payments, as applicable; see ‘Eligibility’ below.

Payments under the Police Officer Retention Incentive Program will not exceed the amount of funds budgeted.

Eligibility

To qualify for the Police Officer Retention Incentive Program payments, the following conditions must be met:

- A. To receive the 2024 Up-front Retention Incentive Payment, the employee must 1) be an active regular full-time sworn police officer of the City as of 1/1/2024; and 2) have successfully completed the Field Training Officer (FTO) program as of 1/1/2024 or employed and actively participating in the FTO program as of 1/1/2024.
 - i. Employees who have provided written notice of separation with intent to resign/retire in 2024 will not be eligible for the 2024 Up-front Retention Incentive Payment.
 - ii. Employees who have received the 2024 Up-front Retention Incentive Payment and leave employment, voluntarily or involuntarily, prior to the end of calendar year 2024 will be required to repay any 2024 Up-front Retention Incentive Payment received. In the event that an employee is required to reimburse the City, such repayment must be made prior to their last day of employment or the City will reduce the employee’s gross pay accordingly from the employee’s paycheck to cover the costs associated to the reimbursement requirement.
- B. To receive the 2025 Up-front Retention Incentive Payment, the employee must 1) be an active regular full-time sworn police officer of the City as of both 1/1/2024 and 1/1/2025; and 2) have successfully completed the Field Training Officer (FTO) program as of 1/1/2024 or employed and actively participating in the FTO program as of 1/1/2024.

- i. Employees who have provided written notice of separation with intent to resign/retire in 2025 will not be eligible for the 2025 Up-front Retention Incentive Payment.
 - ii. Employees who have received the 2025 Up-front Retention Incentive Payment and leave employment, voluntarily or involuntarily, prior to the end of calendar year 2025 will be required to repay any 2025 Up-front Retention Incentive Payment received. In the event that an employee is required to reimburse the City, such repayment must be made prior to their last day of employment or the City will reduce the employee's gross pay accordingly from the employee's paycheck to cover the costs associated to the reimbursement requirement.
- C. To be considered for payment(s) under the Police Officer Retention Incentive Program, employees must complete and submit the Police Officer Retention Incentive Form accompanying this memorandum.
- D. To receive any payments under the Police Officer Retention Program, the employee cannot have received funds from any other incentive program funded by the one-time Public Safety Aid Funding received from the State of Minnesota, with the exception of the Police Officer Referral Incentive Program, or unless otherwise stated in the applicable incentive program.

The City Manager has final approval authority.

POLICE OFFICER RECRUITMENT INCENTIVE PROGRAM

The Police Officer Recruitment Incentive Program will remain as stated in my September 7, 2023, Memorandum, with the following modifications:

Recruitment Payment Amount

Police Officer candidates may be eligible for one of the following recruitment incentives:

- **Entry Level Recruitment Incentive:** up to \$3,500 in taxable income.
- **Lateral Level Recruitment Incentive:** up to \$5,000 in taxable income.

All other components of the Police Officer Recruitment Incentive Program will remain the same.

DISCLAIMER

This notice supplements existing employment policies, rules, procedures, and regulations to provide additional incentive for recognition and retention of current licensed peace officers. All current employment policies, rules, procedures, and regulations remain in full effect, except for instances where this notice directly contradicts another current policy, rule, procedure, or regulation in which case this notice supersedes the existing policy, rule, procedure, or regulation.

The Police Officer Retention Incentive Program, and the Police Officer Recruitment Incentive Program will remain in effect until declared inactive by the City Manager. The City reserves the right to modify or rescind this notice and the incentive program at any time.