EMPLOYEE REFERRAL PROGRAM

POLICY NUMBER: CEMS-013

PURPOSE:

To establish an Employee Referral Program that supports the City's recruitment efforts.

POLICY:

The City encourages employees to refer qualified candidates for employment. This policy establishes the eligibility requirements, referral process, and bonus payment requirements.

ELIGIBILITY:

All full-time employees are eligible to receive an employee referral bonus except:

- Department of Human Resources employees
- Senior management employees
- Executive level employees
- The hiring managers and/or members of the interview panel for the referred position
- Employees who would directly supervise the candidate
- Temporary, seasonal, part-time, contract, or former employees

To qualify for a referral bonus:

- The referring employee must submit a Candidate Referral Form to HR during the position's advertised application period
- The referral must be for a full-time position advertised on the City's website
- HR must receive the form no earlier than the date the position is posted
- The candidate must be hired within 180 calendar days of the referral date.

PROGRAM:

The referring employee must agree to allow the City to share their name with the referred candidate. If more than one employee refers the same candidate, only the first eligible referral received by Human Resources will qualify for the bonus. All referred candidates will be evaluated under the City's standard recruitment and selection procedures. A referral does not guarantee an interview or employment. Information about the selection process and hiring decision will remain strictly confidential. Human Resources will resolve questions or disputes concerning eligibility, referrals, and bonus payments. Temporary, seasonal, part-time, contract, or former employees of the City are not eligible candidates for the bonus.

REFERRAL BONUS:

The referral bonus is $1,000. The bonus will be paid in the first pay period after the referred employee completes 30 calendar days of employment. It will be paid separately from the employees' regular wages and will be subject to applicable taxes and withholdings.

The referring employee must remain employed by the City through the referred candidate's first 30 calendar days of employment and remain employed by the City for six months following the bonus payment. An employee who leaves City employment before completing this period will be required to repay the bonus.