

EMPLOYEE REFERRAL PROGRAM UPDATED DRAFT

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Purpose:

All eligible County employees, defined below, are welcome to participate in the Employee Referral Program. When an employee's friend, colleague, or family member expresses interest in working for the County, the employee will submit a referral using Human Resources' online form. If the County hires a referred candidate, the employee may be eligible for cash reward.

The future of the County of Lake depends on our workforce:

Our Employee Referral Program (ERP) rewards County of Lake employees when a new employee is hired into an eligible position because of their referral. Program rules are outlined below. We look forward to welcoming all to the County of Lake!

"Word-of-Mouth" and Informal Referrals:

Although the County appreciates all employees who encourage their friends and family to apply to the County of Lake, we are unable to recognize word-of-mouth and other informal referrals made outside of the program. For this reason, employees must submit their referral using the HR referral form before the applicant is hired as a permanent County of Lake employee.

Process:

To submit a referral, current employees must complete and submit the referral form, including their mailing or physical address. A referral can only be submitted by one employee. In case more than one employee submits the same candidate, only the first employee to make the submission will be considered for the referral fee. Date and time received will be noted by the system.

Eligibility:

All permanent and extra help employees with the County of Lake are eligible to participate. The employee submitting the referral must be employed with the County of Lake at the time of payout to be eligible. The only exceptions are employees in Management, Sheriff's Management, Human Resources Department, and those employees who are involved in making a hiring decision within their department.

Cash Award:

All employees outlined in the Eligibility section above are eligible for a cash award of ~~\$500~~\$750.00. The fee will be taxable income, not included as compensation for purposes of retirement calculations.

Employees that refer candidates to "hard to fill" positions as defined in the County's Hiring Incentive policy will receive a cash reward of \$1000.00. Please refer to the incentive policy for the definition of "hard to fill" positions.

Eligible Candidate:

An eligible candidate is one who is hired as permanent County of Lake employee.

To be considered an eligible referral, Human Resources must not have any prior resume, application, letter from the candidate, or presentation by an outside search firm dated within the past year. The candidate must be a new County employee, and not currently or previously employed with the County of Lake. the candidate must meet the following criteria:

- The candidate must include the employee name under the Employee Referral section of the NeoGov application, in which the candidate is hired for.
- The candidate must be a new County employee or have NOT been employed by the County of Lake as a permanent employee or extra-help employee within the last 24 months.

Method of Payment:

Once the candidate is hired as a result of a referral and has completed 90 days of satisfactory, of continuous, ~~full-time permanent~~ employment, the County employee must contact Human Resources and request payment. Human Resources will then process a request for payment (including referral form) and submit it to the Payroll Division of the Auditor-Controller's Office. The referral payment will be made to the referring employee with the next available pay cycle following receipt of request by the Auditor-Controller's Office. All employee fringe benefit taxability rules at the time of payment shall apply.

Submission of Application:

It is the candidate's responsibility to submit his or her application to the County of Lake for consideration.

Status of Referral:

All referrals expire one year from the submission date of the referral. Current employees may refer the same individual again once the referral expires. The County of Lake reserves the right to amend or discontinue the Employee Referral Program without notice. For more information, please see the Human Resources Intranet policies and procedures.

Questions?

For questions regarding this policy, please e-mail Human Resources. Tell your friends and family about applying to the County of Lake. You may be eligible for a cash award for referring a successful candidate hired.