

# Employee **REFERRAL** Program



As part of our ongoing effort to recruit the very best employees, the City of Alpharetta is proud to launch a new Employee Referral Program effective April 17, 2017.

The Employee Referral Program is designed as a partnership between the City and its most valued asset and best recruiters, our employees.

## Purpose

The purpose of the Employee Referral Program is to provide an incentive award to current employees who brings new talent to the City by referring applicants who are subsequently selected and successfully employed.

## Eligibility & Participation

1. Eligible positions are those open positions, identified by the Human Resources Department, which are posted on the City website.
2. All regular full- or part-time employees are eligible to participate except for:
  - Elected officials
  - City Administrator, Assistant City Administrator, Department Directors
  - Human Resources Department employees
  - Hiring manager, members of the selection team, or individuals who would have a direct reporting relationship with the candidate
3. All eligible candidates must meet the following criteria in order for the employee to be eligible for a referral bonus:
  - Cannot be a former employee, contract temporary help, agency employee or student employee
  - Cannot be an immediate family member
  - Must be an external candidate

- Candidate must fill a position designated on City's website for the Employee Referral Program

### **Procedures**

Referrals are made by applicants listing the employee's name as a referral source in the following ways:

- On the employment application, or
- On the applicant's resume/cover letter
- The City will provide a form for completion and submission to the Human Resources Department/Kathy Bott by either the applicant or the referring employee with the applicant's application indicating that the referring employee has made the referral.

### **Policy**

When a regular full- or part-time employee recommends a qualified individual for a valid opening, and the referral is hired as a regular full-time or regular part-time employee, a referral bonus will be paid.

- First Payment: **\$1000** referral bonus awarded after new employee completes ninety (90) days from the hire date
- Second Payment: **\$1000** referral bonus awarded after new employee completes one (1) year from the hire date

Referral bonuses are normally paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.

Both the employee who made the recommendation and the employee who was hired must be employees of the City at the time the bonus payment is due. An employee who is on leave or temporary disability at the time the bonus payment is due will have any bonus payment deferred until the employee returns from the leave of absence.

If multiple employees are listed as the referral sources, the incentive funds will be evenly divided. In the event that a name is listed but not clearly defined, or if the referral sources could apply to multiple employees, the Assistant City Administrator will decide eligibility.

The hiring process will be fair and consistent with the City's policy and procedures, with no bias for or against candidates, whose selection might make another employee eligible for a referral bonus.

No referral bonus will be awarded for a candidate if any agency or third party fee is required for the hire.

Human Resources Department will monitor the use of the Employee Referral Program and have final authority over all aspects of the Program.

### **Questions**

Contact Kathy Bott, Human Resources Manager, at [kbott@alpharetta.ga.us](mailto:kbott@alpharetta.ga.us) or 678-297-6046.