



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Referral Bonus	<b>APPROVAL DATE</b> 3/07/2023
<b>SECTION</b> Compensation	<b>REVISION DATE</b> N/A

Employee Referral Bonus program is to provide an incentive award to a current employee who brings new talent to the agency by referring applicants who are subsequently selected and successfully employed in a hard-to-fill position. Positions will be designated eligible for review and approval by the County Commissioners and depending on available funding.

### **Eligibility and Participation**

Application- Applicants are persons not currently employed with the hiring agency.

Referring Employee- All current employees are eligible to receive a referral bonus with the exception of the following:

- Elected Officials
- Employees whose regular, recurring, jobs include the recruitment of employees.
- Selecting manager/supervisor or other persons associated with the selection of the candidate.
- All HR Department employees
- Family members as defined by “Employment of Family Members” policy.

Only one employee referral per candidate will be eligible for bonus.

Employees who have separated employment forfeit eligibility for bonuses not yet paid at time of separation.

Positions- Positions eligible for this program must be determined to be “hard-to -fill” positions by the County Commissioners. The following factors should be considered when designating a position as “hard-to-fill”:

- If the position is a safety sensitive position that would impact the safety of constituents.
- The availability of well-qualified candidates in the labor market
- Recent efforts to recruit and retain candidates for the position.

### **Leave of Absence**

A leave of absence, including an administrative leave, during the candidates first year may delay referral bonus payment equal to the leave of absence used.

### **Referral Bonus Amount**

Referral bonus payments may be paid in a lump sum or in periodic payments until the new employee has completed his or her one year anniversary.

Referral bonus payments for designated positions will be paid from that position’s department budget.

The payments will be part of the employee’s compensation and will be subject to all applicable taxes.



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### **Administrative**

Positions determined to be part of the Referral Bonus program will have a designated spot on the application for applicants to designate who referred them to the position. Without a specific singular name listed on the application there will be no eligible referral bonus. Candidates can not resubmit an application for the same position in order to submit a name for the referral bonus. The HR Department will be responsible for tracking referrals and submitting to payroll when payments are eligible