

Referral Pay (non-Police Recruit/Officer)

In order to enhance recruitment efforts for the positions impact the health, welfare or safety of the public, employees make take on a voluntary additional duty for compensation related to the recruitment of difficult to fill positions. An appointing authority may request that the Commission authorize this pay provided that the recruitment of the position provides significant value that exceeds the cost of the referral pay.

Existing employees are eligible for a special rate of compensation upon satisfactory completion of an employee's recruitment in accordance with the following:

One Time Referral Pay (awarded to an existing employee)

\$1,000 after the new employee either completes their first month of employment in the designated job classification or upon completion of their required training for the designated job classification, whichever occurs later.

An additional \$1,000 upon the same employee's successful completion of twelve (12) months of continuous service.

1. Employees are not limited in number of premiums he or she may earn.
2. The Referral Pay is paid in two (2) \$1,000 lump sum amounts, as described above.
3. The appointing authority shall submit the request for referral pay to the Civil Service Department.

The request for the first \$1,000 referral pay for the employee's first month of employment or completion of required training shall include the following:

- A) The name of employee to be awarded referral pay.
- B) The application(s) of the recruited employee that lists the incumbent employee to be awarded the referral pay as the referral source.
- C) Documentation of the recruited employee's hiring and one month employment or completion of the required training.
- D) Documentation that the appointing authority has considered each person on the current eligible list for appointment.

The request for the second \$1,000 referral pay for the employee's successful completion of one year of continuous service shall include the following:

- A) The name of employee to be awarded referral pay.
- B) The application(s) of the recruited employee that lists the incumbent employee to be awarded the referral pay as the referral source.
- C) Documentation of the recruited employee's successful completion of one year of continuous service.

The effective date of each payment shall be the next payday of the month following the request for Referral Pay.

4. Employees whose normal duties require them to recruit, refer, and/or support prospective employees in the formal application and formal departmental training process are ineligible for this additional duty pay, as recruitment is already part of their regular job duties.

5. This Referral Pay is available for limited periods solely to address recruitment difficulties. The Commission may invoke and revoke this pay upon the request of appointing authority. This pay may be invoked only when the appointing authority has determined that recruitment is a significant challenge that may affect health, welfare or safety of the public.