

## **ORANGE COUNTY INCENTIVE PROGRAM GUIDELINES: REFERRAL INCENTIVE**

**PURPOSE:** The purpose of this document is to outline the requirements and responsibilities involved with the eligibility, timing of payments, the factors in determining the appropriate amount, and the implementation of the referral incentive.

To establish a procedure that allows for an incentive compensation program for most regular employees.

### **OVERVIEW:**

Employers throughout the State of Florida are struggling to fill positions and find employees. As part of our comprehensive recruitment strategy, it is the goal of Orange County Government to encourage employment with the Board of County Commissioners (BCC) by offering current employees the opportunity to participate in the Employee Referral Incentive Program.

A current employee in a full-time position may receive a monetary incentive, in accordance with the Program guidelines, for referring an applicant for County employment who is subsequently selected, employed into a full time County position, and successfully completes the established probationary period for the position in which he/she was hired.

### **ELIGIBILITY:**

Only full-time regular positions are eligible for Referral Incentive. Temporary or part-time positions are not eligible for referral incentive.

A referring employee is defined as an employee in a regular full-time position who refers an applicant to the County, who is subsequently selected, employed, and who successfully completed the probationary period for that specific position selection.

Applicants are candidates not currently employed with Orange County BCC. Referred applicants cannot be current employees of Orange County BCC in any capacity, to include temporary or part time employees.

Full-time employees including eligible bargaining unit employees may participate in the referral incentive program except:

- Contract, part-time or temporary employees
- Employees covered by non-participating collective bargaining agreements
- Elected officials and their staff
- Employees in appointed positions
- Employees in the vacant position's supervisory chain of command or other persons involved with the recruitment, rating, or candidate selection process
- Human Resources staff

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## **REFERRAL INCENTIVE DETAILS**

An eligible referring employee will be entitled to a Referral Monetary Incentive in the amount of \$400.00, which is subject to, and reduced by, all ordinary lawful and applicable wage withholdings.

- a. The monetary incentive will be dispersed in two payouts.
- b. The referring employee will be eligible for the first payout of \$200.00 (Two Hundred Dollars) upon successful hiring of the applicant. The payout will be received in the second full pay period after the start date of the new hire.
- c. The referring employee will be eligible for the second payout of \$200.00 (Two Hundred Dollars) once the new hire successfully completes the probationary period established for the position. The payout will be received in the first full pay period upon completion of probation.

All applicants shall receive equal consideration without regard to race, color, religion, sex, age, national origin, political affiliation or belief, marital status, disability, pregnancy, veteran status, or any other reason prohibited by law.

The departments will be responsible for absorbing the referral incentive cost impact in their personnel budget. No additional funding will be allocated towards Referral Incentives.

## **RESPONSIBILITIES**

At the time of application, the candidate must clearly identify the referring employee's name and employee's email address in order for the referring employee to be eligible to receive the incentive.

The referring employee will be notified via email once the referred candidate provides their email on the application. The referring employee will have to log into PeopleSoft→Self Service→Careers→Confirm Referral and enter the Tracking ID and Password to formally refer the candidate in the system. If the referring employee does not confirm the referral in PeopleSoft, they will not be eligible for the incentive.

All eligible referred candidates will be evaluated for employment consistent with Orange County's Recruitment policies and procedures and all information regarding the hiring decision will remain strictly confidential.

If an employee has referred a candidate, the employee is responsible for informing the Hiring Authority that they cannot be involved in the recruitment process to avoid any conflict of interests.

Any disputes or interpretations of this Program will be decided by Human Resources, whose decision will be accepted as final.

This program may be modified or discontinued at any time at the County's discretion, however, such modification or discontinuance will not affect pending referrals.