RAINS COUNTY EMPLOYEE REFERRAL PROGRAM

WHAT IS THE PURPOSE?

Employee referrals are the number one source of quality candidates for the most successful organizations, resulting in hires, improved employee retention levels and higher productivity. Rains County is implementing an Employee Referral Program to evaluate the impact of employee referrals.

WHAT ARE THE PROGRAM GUIDELINES?

Eligibility Requirements for Current Employees to refer recommended candidates for hire:

* Must be an active regular full time or part time employee. Variable hour or temporary employees are not eligible.
* Employees excluded from participating include those who work in the Human Resources (HR) Department, department heads responsible for hiring, and elected/appointed officials of the County.
* Employee must be named by the applicant at the time of the application submission and noted on the application; failure to do so renders the referring employee ineligible for the referral program.
* Employees must be active employees at the time of the scheduled employee referral payout. Employees that separate employment prior to payout are not eligible.
* There is no limit to the number of referrals an employee is permitted to make.
* No employee referral incentive will be issued if the referral is hired more than one year after the original date of application submission.
* Active temporary employees who are referred to a full or part time position, will not be considered a valid referral.
* Additional Departmental requirements and guidelines may be established with approval by the HR department.

Candidates Referred:

* All referred candidates must complete a Rains County application and indicate the employee referral at the time of the application submission.
* A candidate is considered a successful referral if the candidate is: 1) selected for hire, 2) accepts the job offer, 3) successfully on-boards employment with Rains County, and 4) remains gainfully employed and performs duties in the role for 6 consecutive months after the start date.
* Both employees must be employed by Rains County at the time the referral incentive is scheduled to be paid out, which is anticipated to be on or after the successful completion of 6-consecutive months of employment.

WHO WOULD NOT BE ELIGIBLE FOR THE REFERRAL ADD PAY?

A referring employee will not receive a referral award if their referral:

* Has already been referred by someone else (as evidenced by the application).
* Has already completed a candidate profile and application for the respective position.
* Is currently or was previously employed by Rains County.
* If the applicant’s application fails to identify the referring employee.
* Fails to successfully complete the required tenure of eligible employment post hire.
* Is an immediate family member, which includes spouse/partner, mother/father, brother/sister and/or son/daughter or similar relationships created by marriage or domestic partnership.
* Candidates resulting from recruiting functions (example: college hiring efforts, career fairs, social media sites, Rains County website) are not eligible referrals.
* Subsequent names listed as a referring employee.

WHAT WILL THE ONE-TIME ADD PAY AMOUNT BE?

The one-time add pay amount will be $500 (less taxes and retirement).

WHAT IF A DEPARTMENT HAS A POSITION AND WOULD LIKE TO PARTICIPATE?

The HR department should be notified of the position for the Employee Referral Program. The department with a position filled through this program will be responsible for the cost, including the Employer expenses associated with payroll.

HOW WILL THE REFERRAL ADD-PAY BE PAID?

The HR department will track employees who successfully referred hires and provide a memo for payment on the payroll following the successful tenure completion (6-months).

HOW WILL THE REFERRAL ADD-PAY PILOT BE EVALUATED?

Commissioners’ Court will, at a minimum, use baseline data of number of candidates referred and number of candidates selected for hire. Turnover rates of new hires for the respective position will be evaluated for both referred and non-referred candidates to assess program effectiveness, along with soliciting feedback from participating departments to help determine the impact and benefits of the program. In addition, Commissioners’ Court will evaluate the full cost of the program on a yearly basis and determine if it should be continued.

IF I HAVE ADDITIONAL QUESTIONS REGARDING THIS PROGRAM, WHO SHOULD I VISIT WITH?

Contact the HR department at (903) 473-5011.