



**COUNTY OF YUBA
POLICY MANUAL**

POLICY NO.: HROS - 3.103 **PAGE 1 OF 2**

ORIGINATION DATE: NOVEMBER 2021
AMENDED: JUNE 2023

Title:

Employee Referral Bonus Pilot Program Policy

Approved By:

Board of Supervisors on November 9, 2021

Purpose:

To assist the County in recruiting and hiring successful candidates and to build applicant pools to ensure continuity of County services. There is a need to fill vacant positions expeditiously and assistance from County employees in identifying and encouraging applicants would help recruitment efforts.

Program:

The Employee Referral Bonus Pilot Program will provide payment of up to \$1,000 to eligible County employees who refer a successful candidate for an open County recruitment.

Qualification Criteria

1. Any current regular employee is eligible to participate in the Employee Referral Bonus Pilot program, with the exception of the County Administrative Office staff, Human Resources staff, Department Heads, the Board of Supervisors, any individuals involved in the hiring decision including any staff with direct involvement in the pre-employment exam and selection process for the applicable recruitment.
2. For the purposes of this program, “referring employee” means a current regular employee with the County of Yuba. Regular employee is defined as an employee who occupies a permanent position, whether limited term, part-time or full-time.

The Employee Referral Bonus Program is open to all eligible regular employees, and is applicable to any permanent position with an open recruitment during the pilot period. The Referral Bonus is treated as income according to the applicable rules of taxation and withholding.

The Referral Bonus is paid in the referring employee’s paycheck as follows:

1. \$500 after the referred successful candidate completes their first full month of employment
2. \$500 at the completion of the referred successful candidate’s probationary period

Payment of the Referral Bonus

For purposes of this program, a referred “successful candidate” is defined as a person hired as a full-time, regular employee who has not been employed in the same classification with the County of Yuba within the last two years from date of hire. Yuba County employees currently working on a full time, extra-help or part time basis are not eligible to be referred candidates.

When the referred successful candidate is hired, one-half of the bonus will be paid to the referring employee as taxable income upon completion of the referred successful candidate's completion of one full month of service in their permanent position. The remaining balance will be paid to the referring employee at the completion of the referred successful candidate's probationary period, providing that both the referring employee and the referred successful candidate are still active employees. The referral bonus will be paid on the next available pay date.

Applicants must designate the referring employee(s) by name on the employment application, under the "Standard Questions" section.

In the event that more than one County employee is designated as a referring employee and the referred successful candidate, the Referral Bonus will be equally apportioned among the employees making the referral.

Upon the referred successful candidate completing their first full month of employment, the Human Resources Department will verify that the referring employee is a current, regular employee with the County of Yuba and is eligible to participate based on the qualification criteria. Human Resources will also verify that the referred successful candidate has not been employed in the same classification with the County of Yuba within the last two years from the most recent date of hire. If qualified, the HR Department will authorize payment of the first 50% of the referral bonus and submit it to payroll for processing.

Upon successful completion of the referred successful candidate's probationary period, the Human Resources Department will verify that the referring employee is a current, regular employee with the County of Yuba and that the referred successful candidate is still employed in a regular position with the County. If qualified, the HR Department will authorize payment of the second 50% of the referral bonus and submit it to payroll for processing.

This Program will sunset on June 30, 2023, and will not continue unless renewed based upon a review of the entire program's effectiveness by the County.

Amendment 06/13/2023:

A one-year extension of this Program was approved by the approved by the Board of Supervisors on June 13, 2023 (Agenda Item 230/2023). This Program extension will sunset on June 30, 2024 and will not continue unless renewed based upon a review of the entire program's effectiveness by the County.