



DODGE COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Policy	Approval Date: 10/5/2021
Policy Title Employee Referral/Sign-On Bonus Program	Effective Date: 10/5/2021
	Revision Date(s):

Purpose

The purpose of the program is to supplement Dodge County's normal recruiting activity and enhance the pool of diverse, qualified candidates available to hire for positions where there is an *identified candidate shortage* as approved by the Human Resources and Labor Negotiations Committee. Please refer to Clearview's Employee Referral and Sign-On Bonus policy for Clearview referrals and sign-on bonuses.

Employee Referral Program

This program is set up to help identify those skilled individuals who may not ordinarily apply to open positions through traditional channels and provides a system by which employees can be involved in the identification of candidates for positions and recognized for their efforts thereby.

Definition: Employee referral is defined as recruitment method in which the current employees of Dodge County (including Clearview) are encouraged and rewarded for introducing suitable recruits from among the people they already know.

All Dodge County (including Clearview) employees will be eligible for the program with the exclusion of Department Heads, Human Resources Department and any other Supervisor/Manager in a hiring authority position. Please refer to Clearview's Employee Referral and Sign-On Bonus policy for Clearview's position referrals.

All referred candidates must complete a job application via the Dodge County website for review by the Human Resources Department.

Referred candidates must list the referring Dodge County/Clearview employee as a reference on their application.

In the event the same candidate is referred by more than one employee, the date of the earliest referral will govern.

The Human Resources Department will continue to oversee the hiring process of all candidates. Referred candidates will not be given any favoritism over non-referred candidates.

If a referred candidate is hired, the employee who referred the candidate will qualify for \$500 cash payout once the referred candidate successfully completes one (1) year of employment, the referring employee will receive the cash incentive on a the paycheck following the specified time

interval. Bonus payments are subject to applicable taxes and withholdings and will be subject to Federal and State taxes.

Sign-On Bonus Program

This program provides for sign-on incentives for recruits to start employment and retain an active status for positions where there is an *identified candidate shortage* as approved by the Human Resources and Labor Negotiations Committee.

- Total of \$6000 Hiring bonus for identified positions will be:
 1. \$500 at hire
 2. \$750 after six (6) months
 3. \$1,000 after nine (9) months
 4. \$1,750 after one (1) year of employment
 5. \$2,000 after the successful completion of two (2) years of employment.

Each payment will be made to the employee on the check following the specified time interval. Bonus payments are subject to applicable taxes and withholdings.

Employees failing to complete two years of employment will be required to re-pay any bonuses received.

The above sign-on bonus will be memorialized through a formal signed agreement.

The Human Resources Department will continue to oversee the hiring process of all candidates and will monitor this program.

Each recruit would be only be eligible for payout from one (1) sign-on bonus.

This bonus will be offered for six months from the effective date.

This policy will remain in effect for six months and will be re-evaluated by the Human Resources and Labor Negotiations Committee.