

# CITY OF DE PERE

## Human Resources

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### Applicant Referral Form

The City of De Pere Employee Referral Bonus Program is designed to reward employees who support the City by referring quality candidates, who are subsequently hired, to fulfill the needs of all open full time or part time benefit eligible positions. To recognize employees for referring qualified applicants who are hired, the City will reward the referring employee with \$500 in accordance with the following provisions:

- For each qualified applicant referred, the applicant must provide the referring employee's name on the application.
- The referring employee must complete and provide the Applicant Referral Form to Human Resources within 30 days of the referred employee's date of hire.
- Both the referring and referred employees must be active City of De Pere employees at the time of payment. All payments will be processed through the payroll system and reported as income.

Refer to the City Employee Policy Manual for full policy guidelines.

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#### **To be completed by Referring Employee:**

Date:

Your Name:

Name of Applicant Referred:

For Position of:

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#### **To be completed by Human Resources:**

Status of this Candidate:

☐ Confirm Referral on Application

☐ Job Offered-Accepted

Date Applicant began employment: \_\_\_\_\_

Referring employee still employed: ☐ Yes ☐ No

Date of Payout: \_\_\_\_\_

Amount of Payout: \_\_\_\_\_

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Human Resources Signature

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Date

Please email completed form to: [deperehr@deperewi.gov](mailto:deperehr@deperewi.gov)

## **Employee Referral Bonus Program**

### **Purpose**

The purpose of the program is to establish guidelines for an Employee Referral Bonus. The City would like to encourage employees to seek out and refer people they know to apply for open, full time or part time benefit eligible positions with the City of De Pere. This program is a way to supplement the City's normal recruiting activity and enhance the pool of diverse, qualified candidates.

### **Eligibility**

The Employee Referral Bonus Program is for referral of new employees who do not currently work for the City of De Pere. Non-benefit eligible employees hired into a benefit eligible position may be considered a new employee as long as the non-benefit employee is hired into a different department than they worked as a non-benefit eligible employee. All City of De Pere employees (including non-benefit eligible) are eligible to receive a referral bonus, with the exception of those involved in the hiring process, including the Human Resources Department and department heads/supervisors.

### **Referral Process**

1. The referred applicant must complete a job application via the City of De Pere website for review by the Human Resources Department in which they list the City employee by name as their referral source.
2. The referring employee must complete the Applicant Referral Form and submit it to the Human Resources Department within 30 days of the referred employee's date of hire.

### **Referral Bonus Payment**

If a referred applicant is hired, the referring employee will be eligible for a \$500 Referral Bonus to be paid after the referred employee's first day of work.

In most situations, payment will be made to the employee in the pay period following the referred employee's first day of work. The payment is subject to all applicable taxes and withholdings.

### **Program Guidelines**

If two or more employees refer the same applicant, as identified on the application, the \$500 referral bonus will be split evenly among the referring employees, provided each submits the Applicant Referral Form to Human Resources.

Both the referring and referred employees must be active City of De Pere employees at the time the Referral Bonus is to be paid.

All individuals referred by employees will receive the same employment consideration as applicants from other sources.

All information regarding the hiring decision will remain strictly confidential. The referring employee will be notified by the Human Resources Department once eligibility for the reward has been determined.

The City of De Pere reserves the right to suspend the Employee Referral Bonus Program at any time.