

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

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Policy:

When a new external employee is hired into a position as a result of a current regular county employee's referral, the current regular county employee will receive a bonus of 1% of the maximum salary step of the referral's position after the new employee has successfully completed 90 days of employment.

PURPOSE:

To increase the number of candidates referred for employment by current regular Riverside County employees.

ELIGIBILITY:

All regular employees in a paid status or on an approved leave of absence of Riverside County are eligible to participate in the referral program except members of Human Resources, or those in a managerial position or employees whose normal work duties include the hiring process.

REFERRAL FEE:

All positions identified by the County Executive Office would be eligible for a referral fee of 1% of the maximum annual salary step as listed on the job specifications or a minimum of \$300. The fee will be taxable income, not included as compensation for purposes of retirement calculations.

REFERRAL FEE PROCESS:

To submit a referral, an employee must complete the Employee Referral Program document on the WorkForceExchange.net website. An email address or physical address must be included. A referral can only be submitted by one person. In the event more than one employee submits the same candidate, the earliest submission received by the Employee Referral Program Administrator at the website is the individual to be considered for the referral fee. Date and time received will be noted by system.

ELIGIBLE CANDIDATE:

An eligible candidate is one who is actually interviewed and hired into a position, not just presented for consideration. In order for the candidate to be considered "an eligible referral", no prior resume, letter from the candidate, or presentation by an outside search firm within the past 1 (one) year can be in the possession of the Human Resources department. If the candidate has already been presented and interviewed within the last six months through another source, the referral fee is not applicable.

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METHOD OF PAYMENT:

Once the candidate is hired as a result of a referral and has completed 90 days of employment, the referral file on WFE.net will be updated and a check requested for payment of the referral fee will be made. The 90-day period begins at the “start” date. The referral fee will be charged to the hiring department cost center.

SUBMISSION OF RESUME:

It is the responsibility of the referred candidate to submit their resume to the County of Riverside for consideration.

STATUS OF REFERRAL:

If the referred candidate is not hired and/or is not currently in the interviewing process within one (1) year, the employee who made the referral will be notified via email that they need to re-refer and begin the process again.

ADMINISTRATIVE RESPONSIBILITY:

Administrative responsibility is granted to the Human Resources Director for each of the following:

1. Any or all sections of this policy or any personnel related supplements may be published, amended or discontinued.
2. To discontinue the use of the Employee Referral Program.

Reference:

Minute Order 3.38 of 11/26/02
Minute Order 3.3 of 04/10/07
Minute Order 3.15 of 09/29/2020 (RESCINDED)