



## Policy: Employee Referral Program

**ChildNet Number: CN 009.085**  
**Original Approved Date: May 22, 2013**  
**Policy Revised Date(s):**  
**Policy Sunset Date:**  
**Related COA standard:**

### Statement of Policy

The Employee Referral Program is to provide an incentive bonus to an employee that brings new talent to ChildNet by referring applicants who are subsequently selected and successfully employed in a challenging-to-fill position.

Board Chair's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Procedure: Employee Referral Program

**ChildNet Number:** CN 009.085  
**Original Approved Date:** May 22, 2013  
**Procedure Revised Date(s):** August 22, 2014  
**Procedure Sunset Date:**  
**Related COA standard:**

### Statement of Procedure

#### I. Eligibility and Participation

**Referring Employee** – All ChildNet employees with three (3) months or more of employment.

**Positions** – Eligible positions for this program will be determined by the agency to be challenging to fill (i.e. Certified seasoned with two (2) plus years' experience Child Advocates, non-routine or particular positions for grants, etc.).

**Child Welfare Certification** – A professional credential awarded to individuals who meet the minimum education, training, experience, supervision and testing standards that reflect competency in the field of child welfare. Child Welfare Certification is issued in three (3) disciplines: Protective Investigations, Case Management and Licensing.

**Applicants** – Individuals who have not worked for or had a work relationship (regular part-time/fulltime, intern, temporary or contracted) with ChildNet in the past six (6) months with the exception of the following:

- Selecting Supervisor or other persons associated with the selection of the applicant
- Positions of Managers, Directors and upper levels
- Talent Management Department employees

The following factors should be considered when designating a position as challenging to fill:

- How critical the position is to the agency's operation and mission.
- The availability in the labor market of well-qualified applicant for employment.
- Recent turnover in similar positions.
- Special qualifications needed for the position, and other unique factors that demonstrate difficulty in filling the position.



## II. Referral Bonus Amount and Payout

- An employee may receive multiple bonuses, the total of which may not exceed \$2,100 in any fiscal year.
- A total of \$750 for certified Child Advocate with over two (2) years of experience in case management and other positions such as non-routine or particular positions for grants, etc.
- 33.3% of the bonus will be paid to the referring employee, once the referred employee successfully completes 89-day introductory period.
- 33.3% of the bonus will be paid to the referring employee, once the referred employee successfully completes six (6) months of employment without a final corrective action.
- The final 33.3% of the bonus will be paid to the referring employee, once the referred employee successfully completes nine (9) months of employment or successfully passing the certification period.

## III. Employee Referral Program Administration

The Employee Referral Program operates in accordance with the following program requirements:

- Talent Management has the authority to make the final decision on any matter concerning the program rules and administration, including bonus eligibility.
- The employee making the referral must send an email to Talent Management with the name and contact information of the applicant they are referring.
- The applicant being referred must write the name of the referring employee in the space provided on the "Application For Employment".
- Both referring steps must be completed by the applicant's first day of employment with ChildNet in order for the referring employee to qualify for the referral bonus.
- The hiring process will be fair and consistent with agency policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

08-27-14