

SECTION 3 – Hiring

Section 3:**3.1: Referral Bonus Program**

Current employees who refer an applicant to a City of Cottonwood full-time or difficult to fill part-time position are eligible to receive a referral bonus if the applicant is hired and successfully fulfills the program as outlined.

I. Eligibility:

- A. Any employee is eligible to receive a referral bonus as long as the employee is still an active employee at the time the bonus payment is scheduled to be paid.
- B. Managers with hiring authority and supervisors with meaningful input into the hiring process over the referred candidates, including the City Manager, are not eligible to receive a referral bonus.
- C. The referring employee must notify Human Resources of the referral before the referred candidate is interviewed and hired.
- D. The first employee to refer a particular candidate will be the only employee eligible to receive a referral bonus if the candidate is hired.
- E. The referring employee is eligible for the referral bonus if a candidate is hired at a later time for the same or similar position within one year of the initial referral. Future referrals of the same candidate are considered new referrals.
- F. Employees are not eligible to receive a referral bonus to refer an existing employee to a new position.
- G. Employees are not eligible to receive a referral bonus to refer a family member to a position within the City.

II. Funding:

- A. The Referral Bonus Program will only be in effect for years the program has been funded through the budget process and funds are available beginning with Fiscal Year 2023.
- B. Funding for the program is available on a first come, first served basis. If the funding for the current fiscal year has been exhausted, the employee may not be eligible to receive a referral bonus payment.

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III. Payments:

- A. If eligible for the program, the referring employee will receive one payment of \$250 upon the hire date of the referred candidate and one payment of \$250 at the referred employee's six-month anniversary if both the referred employee and referring employee are employed on the date the payment is due.
- B. Payments will only be made if both the referring and referred employee are still employed by the City on the date the payment is due.
Payments will stop if the referring or referred employee are no longer employed on payment due date.
- C. If the payment criteria is met and the payment is scheduled to fall in the following fiscal year, the payment will still be made, if applicable, to the referring employee, regardless of whether or not the program is funded for the new fiscal year.
- D. Payments are subject to taxation.

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