

Employee Referral Program

Purpose

Through conversation, relationships, mentoring, and networking, employees have the opportunity to contribute to the wealth of talent that the City employs. We place great importance on referrals because we trust that our employees know what's best for the City. The purpose of the Employee Referral Program is to provide an incentive award to eligible current employees by referring applicants who are subsequently selected for a full-time or part-time position at the time of hire and at the end of the initial employment period.

Eligibility

Applicant - Applicants are persons not currently employed.

Referring Employee - All employees in full-time positions or part-time positions that are budgeted for at least an average of 24 hours per week (.6 FTE) and receive Part-Time PTO are eligible to receive a referral award, with the exception of the following:

- Hiring manager/supervisor or other persons associated with the selection of the candidate (i.e. interview panel members)
- All Human Resources Department employees
- Leadership Team

Positions - Referrals for full-time and part time positions are eligible. Other positions, such as hourly or seasonal, are not eligible.

Referral Award

- The referring employee will earn 8 hours of paid referral leave following the date of hire of the referred applicant, and 16 hours of paid referral leave after the referred employee completes the initial employment period.
- There is no maximum to the number of referral awards an employee can earned.
- Employees will have one year from the time the paid referral leave is earned to use the leave. This leave will not be paid out upon separation of employment.

Employee Referral Program Administration

- The Employee Referral Program will be effective November 16, 2021. Referrals made on or after November 16, 2021 will be eligible for the award.
- Applicants will list the name of the employee who referred the candidate in the NeoGov application.

11. Q: Please indicate the name of the website, newspaper, City employee, friend/relative, recruiting event, school, billboard or other referral source.

- If an applicant is referred by more than one employee, the employee that referred the applicant first will receive the award (the referral award cannot be shared).
- Referred applicants cannot be current City of Lynchburg employees in any capacity, including hourly employees, temporary, temporary grant, or contract employees.

- Both the referring employee and the referred applicant must be employed by the City of Lynchburg at the time of the referral award for the referral award to be given.
- The hiring process will be fair and consistent with policy and procedures, with no bias for or against applicants whose selection might make another employee eligible for the referral award.
- The program will be administered by the Human Resources Department who reserve the right to change the referral awards, suspend, or terminate the program.
- Employees are eligible to receive other specific referral incentives currently being offered by individual departments.