

EMPLOYEE REFERRAL PROGRAM OUTLINE

I. PURPOSE

The City of Torrance appreciates and values input from its employees. The Employee Referral Incentive Program is designed as a partnership between the City and its most valued commodity and best recruiters, our employees. Through conversation, established relationships, mentoring and networking, employees have the opportunity to contribute to the wealth of talent the City employs. The goal of the program is to generate focused recruiting efforts by those who best know the needs of the City and the Community – our employees.

II. REFERRAL AMOUNT

FULL-TIME ELIGIBLE POSITIONS

The program is designed to reward employees whose referred candidate is successfully hired with up to \$200 or 16 hours of vacation accrual for each new hire. The following criterion will determine the disbursement of the referral bonus to eligible employees:

1. Employees may earn a referral bonus for each eligible hire.
2. Depending on the employees selected bonus, \$100 or eight hours vacation accrual will be paid for each successfully hired employee-referred applicant.
3. If an employee-referred applicant remains for a minimum of 90 continuous days, an additional referral bonus of \$100 or eight additional hours of vacation will be paid, again depending on the employees selected bonus.

C'MON, TELL US WHO YOU KNOW!

Updated May 22, 2024

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HARD-TO-FILL POSITIONS

The program is designed to reward employees whose referred candidate is successfully hired with up to \$1,000 for each new hire. The following criterion will determine the disbursement of the referral bonus to eligible employees:

1. Employees may earn a referral bonus for each eligible hire.
2. \$250 will be paid for each successfully hired employee-referred applicant.
3. If an employee-referred applicant completes probation after 12 months, an additional referral bonus of \$750 will be paid.

III. ELIGIBILITY

The following are ineligible for a referral bonus:

1. Civil Service Division, Human Resources Department and temporary personnel.
2. Referral bonuses shall not be paid for promotional recruitment.
3. Referral bonuses shall not be paid for referrals of current city employees, temporary employees, or contractors.
4. Referral bonus shall not be paid for recruitments not conducted by the Human Resources Department.
5. Employees who have terminated employment forfeit all rights to bonuses not yet paid at time of separation.

IV. RESPONSIBILITY

The Human Resources Department is responsible for the administration and coordination of this program. The program will be funded through the marketing and advertising budget, however, payments will be limited to fund availability.



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V. PROCEDURES

1. Prior to the final filing date of the recruitment, or for open continuous recruitments prior to the candidate submitting an application, employees must submit a completed referral form. Forms submitted after the final filing date or after the receiving the applicant's application, will not be considered.
2. Referred candidates must successfully complete all phases of the examination, meet conditions of employment, and be appointed to an eligible position for the employee to receive the referral bonus.
3. When the employee-referred applicant is hired, the Human Resources Department will forward the appropriate forms to the Finance Division for processing of the referral bonus.
4. The Human Resources Department will monitor all appointments and forward the appropriate forms to the Finance Division for processing of any final bonuses which may be due after a referred candidate has successfully completed 90 days of employment.
5. A referral bonus paid in cash will be considered taxable income.

**REFER AND EARN
UP TO \$1,000**

