

EMPLOYEE REFERRAL PROGRAM FAQ

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.

Q. HOW DOES THE PROGRAM WORK?

A. Employees referring an applicant who is successfully hired from an eligible recruitment can receive a referral bonus. Employees referring applicants who are successfully hired may choose between \$100 or eight hours of vacation accrual. If an employee-referred applicant remains employed for a minimum of 90 continuous days, a second bonus of either \$100 or eight hours of vacation accrual will be given. There is no limit of bonuses an employee can receive, unless funding is no longer available. At the time of submission of referral form you must indicate the type of referral bonus (either cash or vacation accrual). You can also mix & match your referral bonus. You may not change the payment type once you have submitted the referral form.

Q. WHAT IS AN ELIGIBLE RECRUITMENT?

A. Open and continuous recruitments conducted by the Human Resources Department are eligible for this program. Promotional recruitments and referrals of current city employees, temporary employees, or contractors are ineligible for the Employee Referral Program. Part-time recurrent positions are also ineligible for a referral bonus.

Q. WHAT'S THE NEW INCENTIVE FOR HARD-TO-FILL POSITIONS?

A. Employees referring an applicant who is successfully hired from an eligible hard-to-fill recruitment can receive a referral bonus of up to \$1,000. Employees referring applicants who are successfully hired will be awarded \$250. If an employee-referred applicant completes probation after 12 months, a second bonus of \$750 will be awarded. There is no limit of bonuses an employee can receive unless funding is no longer available.

Q. HOW DO I REFER SOMEONE?

A. Employees interested in referring a candidate must complete a referral form.

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Q. WHAT IS THE REFERRAL FORM?

A. The referral form is a simple document which must be completed in order for you to receive 'credit' for referring a candidate. It is your responsibility to submit referral forms on time. No late referral forms will be honored. If two employees submit a referral form for the same candidate, the first referral form received will be honored.

Q. WHEN DO I FILE THE REFERRAL FORM?

A. You must submit the referral form prior to the recruitment's final filing date, or for open continuous recruitments prior to the candidate submitting an application. Referrals can only be made when a recruitment is currently open.

Q. WHERE DO I GET A REFERRAL FORM AND HOW DO I SUBMIT?

A. Referral forms are available online at TorranceCA.Gov/EmployeeReferralProgram. Employees can submit their completed form through interoffice, by email to JobInfo@TorranceCA.Gov, or in person in the Human Resources Building at 3231 Torrance Blvd., Torrance, CA 90503.

Q. WHO IS ELIGIBLE TO REFER CANDIDATES?

A. All City employees, with the exception of Civil Service and Human Resources staff and temporary employees, are eligible to participate in the Employee Referral Incentive Program.

Q. HOW WILL MY REWARD BE PROCESSED?

A. Rewards in the form of cash will be issued on an employee's future paycheck under the special pay code. This will be considered taxable income and will be included on your W-2 form at the end of the year. If you elect to take vacation as your bonus, it will be accrued in your vacation balance.

QUESTIONS?

Contact the Recruitment Coordinator at
(310) 618-2915 or JobInfo@TorranceCA.Gov