



Administrative Regulations

Office of the Mayor

Title: EMPLOYEE REFERRAL INCENTIVE POLICY

A.R. Number: 5.29 **Effective Date:** 7/1/2023 **Page:** 1 of 3

Supersedes: N/A **A.R.:** N/A **DATED:** N/A

I. PURPOSE

The City of Richmond is always looking for best qualified talent, and current city employees can help. Research has shown that new hires who come into an organization through employee referrals are excellent team members, stay with the organization longer, and are more productive recruits. Employees may be awarded a referral bonus if they refer a candidate for city employment, the candidate is hired and completes the applicable probationary period.

II. POLICY

A. Eligible employees for referral bonuses

All employees shall be eligible for employee referral bonuses with the exception of employees at the Deputy Director level and above, managers with hiring authority over the referred candidate, and all employees of the Department of Human Resources.

B. Requirements for earning a referral bonus

1. The current employee must refer a candidate to city employment for a permanent, full-time, or part-time, benefits-eligible position.
2. The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within one hundred and eighty (180) days of the initial referral date.
3. The referred employee cannot currently work for or have prior employment with the City of Richmond.
4. The referring employee must agree to have his or her name used when the company contacts the candidate.
5. All candidate referrals shall follow the city's Employment of Relatives Policy.
6. The candidate must be hired.
7. The referred employee must successfully complete their probationary period. For incoming employees in the Police and Fire Departments, successfully completing the probationary period means to successfully complete the police/fire academy. Partial payment shall be paid within thirty (30) days following the referred employee's first day of employment. The balance



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shall be paid within the thirty (30) days following the end of the referred employees' twelfth (12th) month of employment.

8. Both the referring employee and the candidate must be actively employed by the city at the time of payment in order for the referring employee to be eligible for the referral payment.

III. PROCEDURE

All forms and procedures for this policy shall be supplied by the Department of Human Resources.

A. Payout structure

Payment Date	Payment Amount
Within thirty (30) days of the referred employee's first day of employment	\$500
Within the thirty (30) days following the end of the referred employee's twelfth (12 th) month of employment	\$500

IV. RESPONSIBILITY

Department of Human Resources (HR) – HR is responsible for oversight and administration of this policy. HR is the central repository for all personnel files and information, including leave accrual status. HR shall make available all necessary procedures and forms to departments and employees and provide guidance when questions arise.

Employee – Employees are responsible for abiding by the requirements and processes of this policy.

V. DEFINITIONS

Words and phrases contained within this policy are interpreted by the Director of Human Resources and can be made available upon request.



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VI. REGULATION UPDATE

Modifications to this policy shall be the responsibility of the Department of Human Resources under the advisement of the Chief Administrative Officer.

Approval



CHIEF ADMINISTRATIVE OFFICER



MAYOR