### Procedure 910: Employee Referral Program

**Purpose**

The College of Eastern Idaho is always looking for employees of high integrity and value to join our team. As an employee, you can help! Research has shown, and our own experience supports, that new hires who come into an organization through employee referrals are excellent contributors and stay with the college longer. Eligible employees may be rewarded for referring a newly hired employee.

**Procedures**

All eligible current employees who refer job applicants can receive up to $1000.00 (less taxes) as a referral bonus. Human Resources will conduct ongoing analyses of the workforce and the applicant pool to ensure that the employee referral program is effective and is yielding the intended results. If the program is not meeting its intended goals and is negatively affecting the workforce, we will reevaluate the program.

* The following individuals are not eligible for the employee referral program:
	+ Vice president level and above
	+ Human Resources personnel excluding the payroll coordinator
	+ Managers with hiring authority over the referred candidates
	+ Hiring committee members, if applicable, and any other employee involved in influencing the hiring decision
	+ Immediate family members of the new employees, regardless of their role at CEI
* The candidate must select “CEI Employee Referral” on their application in the NeoEd applicant tracking system under “Where did you first hear about this opportunity?”
* The newly hired employee must complete the Employee Referral Form during onboarding through NeoEd. This form cannot be submitted after the employee has completed onboarding.
* Summer, seasonal, and former employees of the college are not eligible candidates for referral.
* If the applicant is hired, the referring employee will receive a referral bonus as outlined below:
	+ After the referred employee completes their first 90-consecutive days of employment and receives an overall rating of “Meet Expectations” on their probationary review, the referring employee will receive $250.00 (less taxes).
	+ After the referred employee completes their first annual review with a “Meets Expectations” or higher, the referring employee will receive $750.00 (less taxes).
* The above amounts will be added to the referring employee’s paycheck the following pay period after the referred employees’ successful completion of each review. All referral bonuses quoted in this policy are gross amounts and are subject to all legally required payroll tax deductions.
* Only candidates who meet the minimum qualifications for the position will be considered.
* All candidates will be evaluated for employment consistent with the college’s policies and procedures.
* All information regarding the hiring decision will remain strictly confidential.
* The referring employee must be consistently employed by the college during the hired candidate's first year of employment to receive full payment for the referral.
* Eligible employees may receive more than one referral bonus for different positions if the referrals are hired and meet the program requirements.
* The employee referral incentive may not be split between multiple employees, only one employee may receive the award for a referred employee.
* Any disputes or interpretations of this employee referral reward program will be handled through Human Resources.
* Any questions regarding the referral incentive program should be directed to Human Resources.