

TRAVIS COUNTY EMPLOYEE REFERRAL PROGRAM RULES AND GUIDELINES

What is the purpose?

Travis County is always looking for great talent, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits. That's where you come in!

What are hard-to-fill roles?

HRMD TP&E will use the following criteria to determine which positions are hard-to-fill:

- Over a 10% vacancy rate (regular/full time) for a sustained period. (90 days)
- Length of time of the ongoing recruitment for the classification.
- Number of applications received.
- HRMD TP&E shall have the authority to designate additional classifications as "Hard to Fill" based on recruitment and retention data and current industry trends with talent availability in the market.

Who would be eligible to participate?

Eligibility Requirements for Current Employees to refer recommended candidates for hire:

- Must be active regular full time or part time employees. *Contract or temporary employees are not eligible.
- Employees must be named by the applicant at the time of the application submission and noted on the application in the NEOGOV system; failure to do so renders the referring employee ineligible for the referral program.
- Employees must submit Employee Referral Form after the first date of the referred candidate's employment, and within the 30 days of the referred candidate's start date.
- Employees must be active employees at the time of the scheduled employee referral payout, which is anticipated to be on or after the successful completion of 6-consecutive months of employment. Employees that separate employment prior to payout are not eligible.

Candidates Referred:

- All referred candidates must complete an application through Travis County's Applicant Tracking System NEOGOV: there will be a supplemental question on the employment application requesting applicants to indicate if they were referred to the position by a Travis County employee and if so, by whom.
- A candidate is considered a successful referral if the candidate is:
 - 1) selected for hire for a hard-to-fill role
 - 2) accepts the job offer
 - 3) successfully on-boards employment with Travis County
 - 4) remains employed and performs duties in the role for 6 consecutive months after the start date or completes a predefined Departmental milestone (certifications, training completion, training academy completion if Correctional Officers), whichever is later. Extended leaves are excluded from tenure in the role.

Who would not be eligible for the Referral Bonus?

Ineligibility Guidelines:

- Employees excluded from participating include those who work in the Human Resources (HR) Management Department, work in a departmental HR or HR Liaison role, participates in an interview or hiring panel and/or serves as the hiring manager, a manager in the "Chain of Command", County Executive or an Elected/Appointed Official of the County.
- A referring employee will not receive a referral award if their referral:
 - Has already been referred by someone else (as evidenced by the application).

- Has already completed a candidate profile and application for the respective position.
- Is currently employed or previously employed by Travis County within past 12 months
- If the applicant's application fails to identify the referring employee.
- Fails to successfully complete the required tenure of eligible employment post hire.
- Is an immediate family member, which includes spouse/partner, mother/father, brother/sister and/or son/daughter or similar relationships created by marriage (partnership).
- Candidates resulting from recruiting functions (e.g., college hiring efforts, career fairs, social media sites, Travis County website) are not eligible referrals.
- Subsequent names listed as a referring employee.
- No employee referral incentive will be issued if the referral is hired more than one year after the original date of application submission.
- Candidate referred who is currently in the same role, but on a temporary or contract basis will not be considered a valid referral.

What will the Referral Bonus amount be?

Referral Bonus for eligible positions will be \$750.00 (less taxes).

How will the Referral Bonus be paid?

Current Travis County employees who refer successful candidates to eligible hard-to-fill regular/permanent positions could receive a referral award of \$750.00. When the candidate is hired, the referring employee would be issued half amount of the referral bonus, and upon the candidate's successful completion of their first six (6) months, the referring employee would be issued the second half amount of the referral bonus, provided the referring employee is still employed by the County.

What if a department has a hard-to-fill position and would like to participate?

Please email HRMD TP&E so that we can assist with developing the appropriate strategy for recruiting the position, which may include the Employee Referral Program as well as other avenues for recruitment.

Who will pay the referral bonus?

The referral bonus will be paid through departments directly. For departments that have positions enrolled in this program, please ensure there is funding reserved.

How will employees know what positions are eligible?

An announcement will be sent to HR Liaisons/ Travis County Employees to communicate the positions which are eligible. Eligible positions will also be posted on Travis Central on the Employee Referral Bonus page and eligibility will be noted in the job posting itself.

If I have additional questions regarding to this program, who should I contact?

Please contact HRMD Talent Planning and Engagement.