

31.61 - REFERRAL BONUS - PILOT PROGRAM. To assist with the recruitment for hard to fill positions, a referral bonus will be offered to employees working in classes and departments designated by this regulation. The referral bonus will be paid to employees who submit referrals that result in successful hiring of external job candidates to fill the positions.

The referral bonus is based on the recruitment experience for the classes and the critical function performed by the employees in the classes. The purpose of this regulation is to utilize existing employees to enhance recruitment efforts, increase the size of our labor pool, and maintain the quality of service provided by the current workforce.

The candidate must document the referral in their original application for employment and the employee making the referral must submit the referral in a format specified by the Director.

No referral will be accepted that has been submitted:

- After the receipt of application for employment by the Office of Human Resources.
- If the applicant has previously submitted an application for the examination for the same job title.

The Office of Human Resources will review the referral and determine if the employee is eligible for the bonus.

31.61-1 - REFERRAL OF CANDIDATES. Referral of candidates for positions in the following classes, assignments, work locations and departments qualifies for the bonus authorized by this regulation:

Eligible Classes	Automotive Maintenance Technician 1 and 2; Heavy Duty Vehicle Maintenance Technician	Correctional Officer; Prison Electronic Technician; Prison HVAC Mechanic; Prison Trades Worker 1 and 2
Departments	Department of Fleet Services	Prisons
Hired On Or After:	July 1, 2023	September 1, 2007

The referred candidates must:

- Meet all requirements for appointment to the class
- Be appointed from an open competitive eligible list
- Be appointed to a class in a department listed in this regulation
- Be appointed on or after the effective date for the class listed in this regulation
- Not be an employee of any City department at the time of appointment
- Pass the background investigation and drug and alcohol screening if required

- Obtain any licenses, registrations or certificates required by the assignment and included in the examination announcement
- Successfully complete the probationary period
- Receive overall performance ratings of satisfactory or better during the first year of employment
- Be employed in the designated class, assignment, work location and department at the time the bonus is paid
- Meet all residency requirements for the class and assignment.

No referral bonus will be paid if the referred employee:

- Terminates employment in the class for any reason
- Transfers to another department or
- Is demoted to another class prior to completion of twelve months of satisfactory employment.

31.61-2 - EMPLOYEE ELIGIBILITY TO RECEIVE THE REFERRAL BONUS. All civil service employees in the following departments, **except** employees who are permanently allocated to the classes or who are working in the assignments listed below, shall be eligible to participate in the Employee Referral Bonus program.

Department of Fleet Services	Prisons
<ul style="list-style-type: none"> • Assistant Fleet Manager for Operations • Fleet Management Quality Assurance Manager • Fleet Materials Manager • Occupational Safety Administrator • Administrative Services Director • Any employee of the Department of Fleet Services' Human Resources unit • Budget Officer • Executive Assistant • Fleet Services Manager • Deputy Commissioner • Any employee working in the Office of the Fleet Commissioner 	<ul style="list-style-type: none"> • Deputy Prisons Commissioner • Warden • Deputy Warden • Correctional Captain • Correctional Training Administrator • Correctional Inmate Classification Supervisor • Correctional Classification Movement and Registration Director • Social Work Supervisor • Human Services Program Administrator • Human Services Contract and Compliance Administrator • Administrative Services Director • Fiscal Officer • Correctional Industries Director • Correctional Industries Assistant Director • Institutional Maintenance Supervisor • Any employee of the Prisons Human Resources Office

	<ul style="list-style-type: none"> • Any employee working in the Office of the Prisons Commissioner
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The employee who has submitted the referral must be actively working in one of the eligible classes or assignments at the time that the bonus is distributed.

Employees in classes represented by District Council 33 must have a current overall performance rating of no less than satisfactory to receive the bonus. Employees in non-represented classes or in classes represented by District Council 47 must have a current overall performance rating of no less than superior to receive the bonus, except that employees with a current overall performance rating of satisfactory for a second or fifth month probationary performance report will be eligible to receive the bonus for the year in which the probationary report is issued.

Employees who have been the subject of any disciplinary action, including a formal written reprimand or any more serious action during a calendar year, or who are on the excessive use of sick-leave list, will not be eligible to participate in the Employee Referral Bonus program during that calendar year.

Employees will not be eligible for any portion of the referral bonus who:

- Terminate employment for any reason prior to receiving the bonus
- Transfer to another department prior to receiving the bonus.

The following categories of employees are not eligible to receive a referral bonus:

- Employees involved in the hiring decision
- Employees of any department human resources function or the Office of Human Resources
- Employees working in the office of the appointing authority.

31.61-3 - PAYMENT OF BONUS. The bonus will be paid in two lump sum installments of \$250 each to the employee who has submitted the referral after the referred employee has completed six months and twelve months of satisfactory full-time employment.

The referral bonus will not be added to the calculation of pensions and will not be considered as part of salary when determining pay rate adjustments in accordance with regulation 6.092.