

**ORANGE COUNTY INCENTIVE PROGRAM GUIDELINES:
REFERRAL INCENTIVE**

Approved By: County Administrator

Effective Date:

05/14/2023


Byron Brooks

**DOCUMENT OWNER: HUMAN
RESOURCES**

PURPOSE: The purpose this document is to outline the requirements and responsibilities involved with the eligibility, timing of payments, the factors in determining the appropriate amount, and the implementation of the referral incentive.

OVERVIEW:

Employers throughout the State of Florida are struggling to fill positions and find employees. As part of our comprehensive recruitment strategy, it is the goal of Orange County to encourage employment with the Board of County Commissioners by offering employees a referral incentive.

The Employee Referral Incentive Program will provide an incentive award to a current employee who brings new talent to the company by referring applicants who are selected and successfully employed.

ELIGIBILITY:

Referring Employees are defined as all employees in regular full-time positions who refer the new applicants to the County who are selected and successfully employed for that specific requisition.

Applicants are candidates not currently employed with Orange County BCC. Referred applicants cannot be current employees of Orange County BCC in any capacity, to include temporary, part time or contract employees.

All Orange County full time employees are eligible for Referral Incentive except

- Human Resources' personnel,
- Employees in Appointed positions (900 Series)
- Contract, part time or temporary employees
- Any management official in the supervisory chain of command or other person associated and/or involved with the recruitment, rating, or selection of the candidate.

REFERRAL INCENTIVE DETAILS

Upon determination, the eligible referring employee will be entitled for a referral incentive amount of \$400.00, which is subject to and reduced by all ordinary, lawful and applicable wage

- a. The monetary incentive will be dispersed in one installment as one time payout.
- b. The referring employee will be eligible for the payout of \$400.00 (Four Hundred Dollars) upon successful hiring of the applicant. The payout will be received in the first full pay period after orientation of the new hire.

ORANGE COUNTY INCENTIVE PROGRAM GUIDELINES: REFERRAL INCENTIVE			
Approved By:	County Administrator	Effective Date:	05/14/2023

- c. Employees have to comply with the referral process outlined on the intranet and confirm the applicant details in PeopleSoft before the start date of the applicant to be eligible for the incentive.

All applicants shall receive equal consideration without regard to race, religion, sex, marital status or disability.

The departments will be responsible for absorbing the referral incentive cost impact in their personnel budget. No additional funding will be allocated towards Referral Incentives.

RESPONSIBILITIES

At time of application submission, the candidate must clearly identify the referring employees name and email address in order for the referring employee to be eligible to receive the incentive.

All eligible referred candidates will still be evaluated for employment consistent with Orange County Recruitment policies and procedures and all information regarding the hiring decision will remain strictly confidential.

Any disputes or interpretations of this Program will be decided by Human Resources, whose decision will be accepted as final.

This Program may be modified or discontinued at any time in the County's discretion, however, such modification or discontinuance will not affect pending referrals.