Stoughton Wisconsin

City of Stoughton
Department of Human Resources & Risk Management
207 S Forest Street, Stoughton, WI 53589
www.ci.stoughton.wi.us
(608) 646-0272

Amy Jo Gillingham
Director

Referral Bonus Program

The purpose of the Employee Referral Bonus Program is to provide an incentive award to current employees who are in a full-time equivalent (FTE) position and bring new talent to the City of Stoughton by referring applicants who are subsequently selected and successfully employed in a hard to-fill position.

Eligibility and Participation

Applicant - Applicants are persons not currently employed with the hiring agency.

Referring Employee - All employees in FTE equivalent positions are eligible to receive a referral bonus with the exception of at least the following: - Agency Directors - Employees whose regular, recurring, jobs include the recruitment of employees - Selecting manager/supervisor or other persons associated with the selection of the candidate - All HR Department employees - Family members as defined by current nepotism guidelines in the Work Rules.

Positions - Positions eligible for this program must be determined by the City of Stoughton Human Resources Department to be "hard to-fill" positions.

The following factors should be considered when designating a position as "hard-to-fill":

- How critical the position is to the City's operations,
- The success of recent efforts to recruit candidates and retain employees in like positions,
- The availability in the labor market of well-qualified candidates for employment,
- Recent turnover in similar positions,
- Special qualifications needed for the position, and
- Other unique factors that demonstrate difficulty in filling the position.

Referral Bonus Amount

- The Referral Bonus Program is operated under the authority of the Human Resources and Risk Management Department.
- Under these guidelines, an employee may receive multiple bonuses.

- Referral bonus payments may be paid in a lump sum or in periodic payments until the new employee has completed his or her probationary period. Payments cannot be made until the referred candidate has been employed for a minimum of one month. For example, a $1,000 referral bonus can be structured as follows:
    - $250 referral bonus awarded after three months from the hire date,
    - $250 referral bonus awarded after six months from the hire date,
    - $500 referral bonus awarded at the end of the probationary period.

    - The Referral Program operates in accordance with the following program requirements: • Referral bonuses are awarded at the discretion of management with the Director of Human Resources and Risk Management having final approval authority.

    - • Funding for the program must come from existing department resources or approval by the Mayor or Council.

    - • The employment application will have the referring employees name listed.

    - • Employees selected for eligible positions must be employed by the City of Stoughton for at least one month before a referring employee may be eligible to receive a referral bonus.

    - • Referred candidates cannot be current employees of the City of Stoughton in any capacity, to include temporary, temporary, grant, time-limited project, or contract employees. Both the referring employee and the referred candidate must be employed by the City of Stoughton at the time the referral bonus is paid.

    - • Any disputes arising from the application of this program will be the responsibility of the Department Director and the Director of Human Resources and Risk Management or designee to resolve and will not be considered a grievance under the City of Stoughton Work Rules.

    - • The Human Resources & Risk Management Department will monitor and manage the Referral Bonus Program.

    - • The hiring process will be fair and consistent with the City of Stoughton work Rules and Policy and Procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.