

**ARTICLE VI - Section 6.17
EMPLOYEE REFERRAL BONUS**

The County of Cumberland has established Employee Referral Bonus Program to aide in the recruitment effort. ~~This program only applies to non-management positions.~~ Referrals will be accepted for both full-time and part-time positions. ~~Any applicant who has a family member who works within the Sheriffs' office will not be entitled to participate in this program.~~ Bonuses are for recruiting new employees, not for rehires. ~~Family members are not entitled to receive bonus for recruiting other family members for openings within their department. Due to a conflict of interest, employees who are part of the human resource application process will not be eligible to receive a bonus.~~ Human Resources, Department Heads, and County Commissioners are not eligible to participate in this program. The funds for bonuses will be charged to the advertising account of the department which has the position vacant.

A. Correction Officer Positions:

~~Due to the nature of this position, the total bonus paid to an employee is (\$1200.00). \$600.00 paid at the completion of training and \$600.00 paid at the 12-month anniversary date of the new hire.~~

B. All other positions:

A total bonus paid to an employee is (\$200.00). \$100.00 paid at the time of hire and \$100.00 paid at the completion of six months. ~~The County Manager may authorize higher payments for specific positions, as needed, based on the labor market. Please contact Human Resources for specifics.~~

Procedure

The employment application ~~personal data question #14~~ must be completed with the name of the County employee making the referral. ~~The referral information must be included in question #14 at the time the application is received by Human Resources.~~ Referral information cannot be added after the application is submitted to Human Resources. The Human Resources Director will verify when an applicant referred by an employee is hired and will issue the bonus checks as they are required. ~~Names included under the "reference" section of the application only apply to question #14 and do not constitute a professional referral.~~