



## **Brunswick County**

### **Temporary Employee Referral Bonus Program**

**Effective September 1, 2021 through December 31, 2021**

#### **PURPOSE:**

Brunswick County recognizes that current employees are a key resource in the recruitment process as they may encourage qualified individuals to seek employment with the County. For this reason, we have set forth a temporary employee referral bonus program to assist with recruitment efforts. All candidates will be evaluated for employment consistent with all County policies and procedures. Only candidates who meet the essential qualifications for the position will be considered.

#### **POLICY AND PROCEDURE:**

##### **ELIGIBILITY**

All full-time employees are eligible for the referral bonus if the following criteria are met:

- The referral date cannot be earlier than the date the job vacancy is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Brunswick County.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- The referring employee must be employed by Brunswick County during the hired candidate's first 30 days of employment to receive payment of the referral.
- The position that the referred candidate gets hired into is full-time.

The following employees are not eligible for a referral bonus:

- County Manager and Deputy County Managers
- Department Heads and Elected Officials
- Human Resources personnel
- Managers with hiring authority over the position
- Individuals involved in the interview process

##### **AMOUNT AND METHOD OF PAYMENT**

The amount of the employee referral bonus is \$250. The referring employee would receive the lump-sum bonus payment within thirty days of the hired candidate's date of employment. The lump-sum bonus payment is considered taxable income.