

Policy Number: HRP 3.02

Policy Category: 3 – Recruitment and Selection

Policy Title: Employee Referral Program (for jobs in LTCSS + PS Only)

Effective Date:

Last Revision Date: January 2023

Application

This policy applies to all employees in all classifications and at all locations of the Corporation.

Policy Statement

The County of Simcoe values our employees as our greatest asset, and in growing our organization we welcome your assistance in identifying high-quality candidates. The County of Simcoe has employed a policy for employee referrals to provide all of our employees with a bonus program for the identification and successful hiring of new employees in designated positions in our Long Term Care and Senior Services Department and Paramedic Services where we are experiencing critical shortages.

By providing the County of Simcoe with qualified applicants, our employees save us time and money in the recruitment process. As such, we feel it is appropriate to provide a monetary bonus for employees who participate in the program. New hire postings will be posted in-house on the Corporate Intranet and on the County of Simcoe website (www.simcoe.ca) to offer our employees first priority for the opportunity to apply and refer others.

This Policy Shall:

1. Determine employee eligibility;
2. Provide definitions for eligible and non-eligible referrals;
3. Outline the procedures and requirements for referral payment;
4. Discuss the bonus structure.

Eligibility to Participate

To provide our employees with an opportunity to refer new employees, all County of Simcoe employees are eligible to participate in the referral program. County of Simcoe employees may

refer new applicants for any of the positions which have been designated a “difficult to fill” position under the referral program. This currently includes all jobs in Long Term Care and Senior Services, and Primary Care Paramedic (PCP) and Advanced Care Paramedic (ACP) jobs in Paramedic Services

There is no limit to the number of referrals an employee may provide.

Eligible Referrals

Any candidate that is qualified for the position for which they are referred that is not, or has not been previously, affiliated with The County of Simcoe will be deemed an eligible referral, thereby entitling the employee for the referral bonus if requirements are met.

Preceptors who refer their students are not eligible for a referral bonus. Supervisors and managers are not permitted to submit a referral for a candidate that would directly report to them.

Only one County employee may be eligible to receive benefits under this program for a specific candidate. If multiple County of Simcoe employees refer the same candidate, any applicable payments under the program will be made to the County employee who first submitted their referral form and the candidate’s resume.

Procedures and Requirements

The referring employee must submit the candidate’s resume to the Human Resources Department along with the Employee Referral Form **before the candidate applies for a job with the County of Simcoe**. The form is available by searching “Employee Referral Form” on either of the Intranet or the ESS. Referrals will not be accepted if a resume or application has already been submitted directly by the applicant or by an outside agency.

The referring employee will be advised in writing of the outcome of the referral.

The referring employee will receive \$250.00 when the referred candidate commences employment. When the referred employee has been actively at work for 6 months with the County of Simcoe, the referring employee will receive an additional \$500.00. Referral bonuses will be subject to all applicable federal and provincial taxes. In the event of any disputes, all final decisions will be made by Human Resources.

Employee Referral Bonus Structure

For all positions identified within this policy: \$750.00 (\$250.00 paid upon referred employee start date and \$500.00 paid when the referred employee has been actively at work for 6 months with the County of Simcoe).