

EMPLOYEE REFERRAL PROGRAM

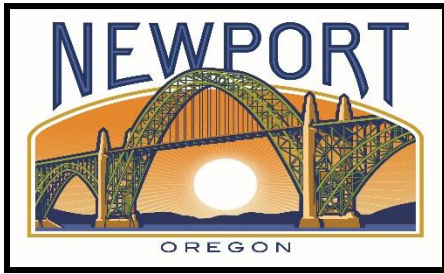
The City of Newport is always looking for good people, and you can help. Research has shown that new hires who come into an organization through employee referrals are excellent contributors, stay with organization longer, and are more cost-effective recruits.

That is where you come in! If you know someone who would be a good addition to the City of Newport you may be awarded a referral bonus of \$500 (less taxes) if you refer a candidate and they are hired.

Employees must refer candidates to Human Resources by using the City of Newport Candidate Referral Form.

Program Rules

- All regular full-time and part-time employees of the City of Newport, except those at department head level and above, Human Resources, and supervisors with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening 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 the City. Temporary, seasonal, contract, volunteer, and former employees of the City of Newport are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form. The candidate must apply for the open position via the City of Newport website/government jobs.com, and indicate the name of the employee that referred them.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who are the most qualified for the position will be considered.
- All candidates will be evaluated for employment consistent with city policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by the City during the hired candidate's first 30 days of employment to receive payment of the referral bonus.
- All referral bonus payments will be paid after the referred employee has completed their first 30 days of employment at the City of Newport.
- Any disputes or interpretations of the employee referral program will be handled through Human Resources.



Employee Referral Program Candidate Referral Form

| | |
|----------------------------|--------------------|
| Job Title: | Job Requisition #: |
| Candidate's Name: | Referral Date: |
| Referring Employee's Name: | |
| Work Phone: | Work E-mail: |

I have read, and understand the referral program rules.

Referring Employee's Signature

Date

INTERNAL HR USE ONLY:

To: Payroll Date: _____

Amount of Award: (\$500 per referral) _____

Charge To: _____

Referred candidate's hire date: _____

Target Date for award payment: _____

Please complete and forward to Human Resources