



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

Policy #: 226	Approval Date: 10/5/2021
Policy Title: Employee Referral Program	Effective Date: 10/5/2021, 01/01/2026
Owner: Human Resources Committee	Revision Date(s): 11/16/21, 07/08/2025

I. **PURPOSE**

The purpose of the program is to supplement Dodge County's normal recruiting activity and enhance the pool of diverse, qualified candidates available to hire for any full-time position.

II. **POLICY**

A. Definitions

1. Employee Referral Program

- i. This program is set up to help identify those skilled individuals who may not ordinarily apply to open positions through traditional channels and provides a system by which employees can be involved in the identification of candidates for positions and recognized for their efforts thereby.
- ii. Employee referral is defined as recruitment method in which the current employees of Dodge County (including Clearview) are encouraged and rewarded for introducing suitable recruits from among the people they already know.

III. **STANDARDS**

A. Employee Referral Program

1. All Dodge County (including Clearview) employees will be eligible for the program with the exclusion of Department Heads and any other Supervisor/Manager in a direct hiring authority position.
2. The Human Resources Department will continue to oversee the hiring process of all candidates. Referred candidates will not be given preference over non-referred candidates.
3. If a referred candidate is hired, the employee who referred the candidate will qualify for \$500 cash payout once the referred candidate successfully completes six (6) months of continuous full-time employment, as defined herein, as long as the referring employee is employed with the County and in good standing at the

time. The referring employee will receive the cash incentive on the next paycheck following the referred employee's completion of the required six (6) months of continuous full-time employment.

- i. To be eligible to receive a bonus as a referring employee, the referred employee must:
 - a. Be employed by Dodge County when the bonus is paid on the bonus pay date, or, if no longer employed by Dodge County, all of the following conditions must have been met:
 1. Separation must have been voluntary.
 2. Termination by Dodge County is involuntary.
 3. Employee must have given written notice at least 14 days prior to the last day of work (two-week notice period). For the purposes of this policy, the date the notice is given is not included in the 14-day notice period.
 4. Employee must have worked the final two-week notice period with good attendance. For purposes of this policy, good attendance is defined as no instances of unexcused absence, unexcused tardiness, or vacation, sick or paid time off days (PTO) days taken without a doctor's written excuse.
 4. Bonus payments are subject to applicable Federal/State taxes and withholdings and will be paid in accordance with the County's normal payroll practices. The referring employee is not eligible for the \$500 referral payment until the referred employee successfully completes six (6) months of continuous full-time employment.
 5. For purposes of calculating when an employee has completed six (6) months of continuous full-time employment under this Policy, the County shall not include any leaves of absence, whether protected or unprotected by state or federal law, that exceed three continuous scheduled work days (*i.e.*, each continuous leave of absence ranging three consecutive scheduled work days or more will extend the time it takes Employee to achieve the (6) months of continuous full-time employment by the length of such continuous leave of absence).
 6. The Referral Bonus will be charged to the department recruiting the candidate.

IV. **PROCEDURE**

A. Employee Referral Program

1. All referred candidates must complete a job application via the Dodge County website for review by the Human Resources Department.
2. Referred candidates must list the referring Dodge County/Clearview employee as a reference on their application.
3. In the event the same candidate is referred by more than one employee, the date of the earliest referral will govern.

V. **GUIDELINES**

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