

 Winston-Salem CITY OF WINSTON-SALEM Human Resources Department	Administrative Policy Regarding Referral Incentive	Revision History:
	Draft Date: 1/27/2022	
	Approval Date:	

I. Introduction and Purpose

The Referral Incentive Policy, hereinafter “Policy” is designed to provide a financial incentive to employees who refer candidates for employment who eventually become successful in securing employment and remain employed for at least one year.

II. Policy Provisions

Any City of Winston-Salem employee who is listed as the referring source for a candidate for employment who accepts an offer of employment and remains employed for at least one year will be eligible for up to a \$1,000 financial incentive.

Timeframe	Incentive
After 3 months	\$500
After 6 months	\$250
After 1 year	\$250

Payments under this policy will be made less any taxes or other authorized deductions from the employee’s wages. Employees qualifying for an incentive under this policy may claim up to three (3) one-time incentives within a calendar year for a maximum of \$3,000. The period begins when the employee signs the incentive acceptance. If an employee is paid any part of the referral incentive, it will be determined to be a full incentive for the purposes of this policy.

III. Eligibility

- a. Any City employee who, outside of the regular course of their duties at the City of Winston-Salem, recommends a candidate for employment into a position that is not within their direct line of supervisory authority shall be eligible for payment under the policy.
- b. Employees who are eligible for payment under this policy must sign an acceptance, certifying that they made contact with the candidate outside the course of their regular duties as an employee and that they referred the candidate for employment as a result of a non-work-related relationship with the candidate.

IV. Exclusions

- a. Any employee classified as a Deputy/Assistant Department Director or above is not eligible for payment under this policy.

- b. Any City of Winston-Salem employee who, in the regular course of their duties, refers an applicant for employment who is successful is not eligible for payment under this policy.