



Human Resources Department Policies and Procedures

AUTHORITY: Human Resources	SUBJECT: REFERRAL PROGRAM FOR HARD TO FILL POSITIONS	POLICY #:
NEW POLICY: XX	REVISED POLICY: N/A SUPERSEDES: N/A	EFFECTIVE DATE:
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PURPOSE

The purpose of this policy is to establish guidelines for the City of Chula Vista's Referral Program for hard-to-fill positions.

POLICY

The City of Chula Vista actively recruits qualified candidates to fill all positions throughout the organization but recognizes there are certain hard-to-fill positions that the City needs additional help from employees to obtain a more robust applicant pool. Research shows and our experience supports, that new hires who come into an organization through employee referrals are excellent contributors, stay with the organization longer and are a more cost-effective hire.

Eligible employees that make a successful referral, as indicated in the procedure that follows, will receive either 16 hours of leave to be used in the fiscal year earned or a \$3,000* referral payment that will be paid over five years in three installments shown below:

- \$1,000 upon hire of referred employee;
- \$1,000 upon completion of probation; and
- \$1,000 upon five (5) year anniversary of referred employee's hire date.

The employee that provides the referral may select either option.

The Human Resources Department will be responsible for creating and maintaining the "Hard to Fill Classification List." All classifications on the list will be eligible for the referral program if the criteria are met as defined in the "Procedure" section.

*The City Manager may increase the amount of the referral payment up to, but not to exceed, \$6,000 for specific classifications and will include that amount on the "Hard To Fill Classification List." If the payment amount is more than \$3,000, the first two installments will be the same as above, but the third installment will be the remainder of the incentive indicated on the list.



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PROCEDURE

1. Eligibility: All City of Chula Vista classified employees, except Executives, Senior Managers, those employees responsible for recruiting efforts (including but not limited to Human Resources Operations Staff, Police Professional Standards Unit, Fire Department's Training Division) and personnel and managers with hiring authority over the referred candidates, will be eligible to receive the referral leave or payment.
2. The referred candidate (referral) must indicate on their City Application that they have been referred by a City employee and list the employee's name and position. The referral can only list one employee on their application.
3. The employee who makes the referral will need to submit a Candidate Referral Form to the Human Resources Department within one month that the referral is hired as a permanent employee and will need to select their referral option. Employees will only be eligible for two referrals per fiscal year.
4. All referral payments will be paid in three installments. The first installment will be paid when the referral is hired. The second installment will be awarded once the referral successfully passes probation. The third installment will occur at the referral's 5-year anniversary of hire date.
5. Payments will be paid as a non-PERSable payment and will be paid to the employee through payroll. This referral shall not be shared among employees or between the referring employee and the referral.
6. Leave received will need to be used within the same fiscal year that it is granted and is not eligible for any cash out.
7. An employee who successfully refers a candidate will not be eligible for a referral payment if they have terminated from employment.
8. Candidates who have been referred by City employees will be evaluated for employment consistent with the City of Chula Vista's policies, procedures and/or Civil Service Rules. No priority will be given to this group of candidates. All information regarding the hiring decision will remain strictly confidential.

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9. An employee may elect to receive a MOU negotiated referral incentive or the incentive described in this policy. At no time shall an employee receive two incentives for one referral.
10. Any disputes or interpretations of the program will be handled by the Director of Human Resources/Risk Management. Their decision will be considered final.

SCOPE

This policy applies to permanent employees who have passed probation employed by the City.

DEFINITIONS

Hard to Fill Classification – Positions where there are a limited number of people that: 1) Possess the required skill set or experience; 2) possess the required certifications; and/or 3) can pass a thorough background investigation or other rigorous screening process.

RESPONSIBLE PARTY

Employee
Human Resources
Director of Human Resources/Risk Management
Finance

RELATED POLICIES

N/A

REFERENCE

Hard To Fill Classification List

FORMS

Candidate Referral Form

Director of Human Resources/Risk Management

Date