

## **Employee Referral Incentive Program (Pilot)** **For AP/CS Recruitments Only**

### **PROGRAM OVERVIEW**

As part of a comprehensive recruiting program, and to support the ability to attract talent in a competitive job market, WSU employees are in the best position to tell their friends and family why working at WSU is so rewarding. Our employees are often our best ambassadors when recruiting new people to apply at WSU. To support finding new employees, WSU offers an employee referral program.

An employee referral payment provides a \$1,000 payment in two installments to current employees that recruit candidates for specific positions in hard-to-fill job classifications. Help us fill staff positions throughout the WSU system.

Not all vacancies are eligible for an employee referral incentive. The decision to offer an employee referral incentive is made by the hiring department.

This is a pilot process in effect through June 2023.

### **HOW DOES THE EMPLOYEE REFERRAL PROCESS WORK?**

Once the hiring department determines that a specific position is eligible for an employee referral, follow these steps to earn the employee referral incentive:

1. The applicant must apply for the vacancy on the [WSU Jobs](#) website. The job posting will indicate whether the position is eligible for the employee referral incentive.
2. The employee needs to fill out the employee referral section of Workday with the name of the referred candidate. This can be accessed by typing "Refer a Candidate" in the search bar at the top of the Workday Home Screen and selecting the task from the menu that comes up.

**Important:** In order for you to receive the referral award, the candidate you referred must enter your name in the designated location at the time of application.

### **WHEN AND HOW DO I GET PAID FOR AN EMPLOYEE REFERRAL?**

Referral awards are split in two-payments. \$500 is paid after the referred employee completes WSU System new employee orientation and another \$500 is paid after your referred employee completes six (6) months of active employment.

In order to be eligible to receive a referral award, you and your referral must be employed by WSU, in good standing, and in pay status at the time payment is to be made. Referral payments are paid through the payroll process and are subject to all applicable deductions and taxes. Referral payments are reported as income for tax purposes.



## WHO IS ELIGIBLE TO EARN AN EMPLOYEE REFERRAL INCENTIVE?

All WSU employees are eligible to earn an employee referral incentive **except for the following**:

- The hiring manager and any individuals involved in the selection process for a specific position
- Current WSU Employees applying for a different position within WSU.
- Staff who are in the final counseling or dismissal steps of the corrective action process
- Employees who are on unpaid leave
- Employees covered by a [collective bargaining agreement](#) unless modified by their applicable CBA.

The University policy for nepotism ([BPPM 60.14](#)) applies; employees may not refer family members or others not allowed under that policy.

WSU Human Resources reserves the right to evaluate program eligibility on a case-by-case basis.

## WHO FUNDS THE EMPLOYEE REFERRAL INCENTIVE?

Hiring Departments are responsible for the following tasks:

- Determining whether or not to offer an employee referral incentive for a specific position.
- Posting the availability of an employee referral incentive on the notice of vacancy
- Funding the referral award
- Coordinating payment
- Verifying that new hires complete the WSU system New Employee Orientation
- Verify the new hire successfully completes six (6) months of active employment before authorizing the second award payment

## RESTRICTIONS

The intent of this program is for current employees to get compensated for referring new employees to WSU. Referring a current WSU employee of any employee type to another WSU position does not qualify for the employee referral incentive. Also, referring an employee who has worked for WSU in any capacity in the past twelve (12) months does not qualify for the employee referral incentive.

WSU Human Resource Services reserves the right to evaluate program eligibility on a case-by-case basis. Exceptions will be made by the VP/CHRO of HRS or her designee

on a case-by-case, non-precedent setting basis. WSU HRS reserves the right to amend, interpret, terminate, or suspend this program at any time.