



Referral Incentive Payment Program for Civil Service and Administrative Professional Staff

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 professional networks 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.

The WSU employee referral program provides for a \$1,000 payment in two installments to current employees who successfully recruit candidates for specific positions in hard-to-fill job classifications.

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

THE EMPLOYEE REFERRAL PROCESS

Once a hiring department determines 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 refers the candidate using the “Refer a Candidate” function in Workday. 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.

EMPLOYEE REFERRAL PAYMENTS

Referral awards are split into two payments. The first \$500 is paid after the referred employee is hired and completes WSU System new employee orientation and the second \$500 is paid after the referred employee completes six (6) months of employment in the same department. If the referred employee leaves the department in which they were hired prior to the completion of six (6) months of employment, the Appointing Authority may cancel the referral payment(s). Management requested reclassification of the referred employee’s position will not impact referral payment.

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.

ELIGIBILITY AND RESTRICTIONS

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
- Staff who are in the final counseling or dismissal steps of a corrective action or disciplinary process
- Employees who are on unpaid leave
- Employees covered by a [collective bargaining agreement \(CBA\)](#) unless modified by their applicable CBA
- Employees may not receive referral payment for referring a family member in accordance with the University policy for nepotism (BPPM 60.14)

The intent of this program is for current employees to be 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 Vice President for Human Resource Services/CHRO or their designee on a case-by-case, non-precedent setting basis. WSU Human Resource Services reserves the right to amend, interpret, terminate, or suspend this program at any time.

HIRING DEPARTMENT RESPONSIBILITY

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
- Verifying the new hire successfully completes six (6) months of employment within the same department before authorizing the second award payment