



# POLICY AND PROCEDURES

**NUMBER: 149**

**SUBJECT: Referral Incentive Award Program**

**ACA STANDARDS: None**

**INTERIM DIRECTOR: Lt. Col. Troy Doyle**

**EFFECTIVE DATE: 10/19**

**REVISION DATE:**

## I. POLICY

The St. Louis County Department of Justice Services shall implement an Employee Referral Incentive program to provide an award to current Justice Services' employees in merit and non-merit full-time positions who bring new employees to the department by referring applicants who are subsequently selected and successfully employed into the position of Corrections Officer.

## II. RESPONSIBILITIES

All employees of the St. Louis County Department of Justice Services are responsible for the following procedures.

## III. PROCEDURES

### A. Eligibility and Participation

1. Applicant – Applicants are individuals not currently employed with St. Louis County Department of Justice Services.
2. Referring Employee – All full-time employees with the Department of Justice Services are eligible to receive the referral incentive award with the exception of the following:
  - a. Department Directors and Superintendents
  - b. Employees whose duties include the recruitment of employees

- c. Selecting manager/supervisor or other persons associated with the selection of the candidate
  - d. All Justice Services HR Department employees
3. Positions – Positions eligible for this program are limited to new hire of CORRECTIONS OFFICERS.
  4. A referral incentive does not apply in the instance of reinstated or reappointed employees.

**B. Referral Incentive Award Amount**

1. The Referral Incentive Award is operated under the authority of the Department of Justice Services' Employee Referral Incentive Award Program Policy. Under this policy, an employee may receive multiple incentive awards. There will be no cap on the number of referral incentive awards an employee may receive in any fiscal year.
2. Referral Incentives will not be awarded to the referring employee until the new employee has completed his or her first day of employment. For all intents and purposes, the first day of employment includes paid training.
3. Referral Incentives of 8 hours comp time will be awarded to Justice Services employees when an *inexperienced* new hire completes his or her first day of employment. Referral Incentives of 16 hours comp time will be awarded to Justice Services employees when an *experienced* new hire completes his or her first day of employment.

**NOTE:** To qualify as an experienced new hire, candidates must possess one year of experience in a correctional facility documented on the employment application, working directly with inmates in a corrections officer role.

4. Civil Service Rules govern the use of comp time.

### **C. Referral Incentive Award Program Administration**

1. Referral Incentives are awarded at the discretion of management with the Department Director or his designee having final approval.
2. Funding for the program must come from department resources.
3. The referring employee's name must be included on the application by the applicant during the online application process. Upon completion of the applicant's first day of employment, the application will be forwarded to payroll for processing of the Incentive Award.
4. The Director of Justice Services reserves the right to address issues related to this policy. Per the General Grievance Policy, compensation is excluded from any grievances.
5. The hiring process will adhere to Civil Service, with no bias for or against candidates whose selection might impact the eligibility of an otherwise eligible employee.

**\*\* This policy was reviewed and approved by the Civil Service Commission at the regular board meeting on October 15, 2019.\*\***