



THE RIVERSIDE COUNTY SHARE A SECRET REFERRAL PROGRAM

PROGRAM RULES & GUIDELINES

The future of Riverside County depends on the people we bring in today. Our Employee Referral Program (ERP) rewards regular County of Riverside employees when a new external employee is hired into an eligible position because of your referral. Please look over the program rules, and then refer to the list of qualifying Difficult to Recruit—Employee Referral Program (DTR-ERP) positions. We look forward to welcoming your friends and former colleagues to Riverside County!

Eligibility: All regular employees in a paid status or on an approved leave of absence from the County of Riverside are eligible to participate. The only exceptions are managers, members of Human Resources, or those whose normal work duties include the hiring process.

Referral Fee: All DTR-ERP positions are eligible for a referral fee of 1 percent of the maximum annual salary step as listed on the job specifications, or a minimum of \$300. The fee will be taxable income, not included as compensation for purposes of retirement calculations.

Referral Fee Process: To submit a referral, please complete and submit the online referral form at www.workforceexchange.net, including your email or physical address. A referral can only be submitted by one person. (In case more than one employee submits the same candidate, the earliest submission received by the Program Administrator at the Web site is the

individual to be considered for the referral fee. Date and time received will be noted by the system.)

Eligible Candidate: An eligible candidate is one who is actually interviewed and hired, not just presented for consideration. To be considered an eligible referral, Human Resources must not have any prior resume, letter from the candidate, or presentation by an outside search firm dated within the past year.

Method of Payment: Once the candidate is hired as a result of a referral and has completed 90 days of employment, we will process the referral file on www.workforceexchange.net and file the check request for the referral fee. (The 90-day period begins at the start date, and the referral fee will be charged to the hiring department cost center.)

Submission of Resume: It is your friend or former colleague's responsibility to submit his or her resume to the County of Riverside for consideration.

Status of Referral: If the referred candidate is not hired or is not currently in the interviewing process within one year, you will be notified that you need to re-refer and begin the process again. If you would like further detail or clarification on this plan, please contact a member of your local Human Resources department. The County of Riverside reserves the right to amend or discontinue the Employee Referral Program without notice.