



**Office of Human Resources
Referral Incentive Program Procedure:
Vacant Staff Positions**

REASON FOR THE PROCEDURE

Utica University supports departments offering an employee referral incentive for vacant staff positions in specific jobs that are hard to fill and in high demand. The bonus program allows the University to attract quality candidates in a highly competitive market and provide support for the needs of the University. The Office of Human Resources will determine applicable jobs for the Employee Referral Incentive based on market demand studies and length of position openings at the University.

PROCEDURE

The Employee Referral Incentive Program is designed to assist a department's recruiting effort for hard-to-fill and high-demand vacant staff positions. The recruiting results should advance the University's employment goals and initiatives.

1. The Employee Referral Incentive Program is administered by the Office of Human Resources.
2. The Office of Human Resources will determine if a position requires the incentive.
3. The employee referral incentive payment will be \$1,000 (subject to payroll tax withholding).

An eligible referring employee must submit the request no later than 7 days after the referred applicant submitted their application within the Utica University jobs/employment website. Requests must be made in writing to the Office of Human Resources at hr@utica.edu or faxed to (315) 792-3386.

The referred applicant must:

1. submit an application via our online portal PeopleAdmin (utica.edu/jobs);
2. identify the referring employee on their application when applying for the position;
3. be hired in a position eligible for the referral incentive; and
4. not be a current University employee

The new hire must complete 6 months of employment in the eligible position, with no break in service, and be in good standing with the department. The employee referral incentive payment is a one-time payment issued to the referring employee after the new hire meets the above requirements.

Eligibility:

To be eligible for an employee referral incentive, the recipient must be actively working at Utica University on the date the payment is processed.

The following individuals are not eligible for the employee referral incentive.

- University managers and supervisors who are involved in the recruitment of the vacant staff position
- Human Resources professionals
- Hiring committee members, if applicable, and any other employee involved in influencing the hiring decision
- Immediate family members of the new employee, regardless of their role at Utica University

The referred candidate must be a qualified, external candidate who has not already applied to the position for which they are being referred. Candidates are not guaranteed an interview and/or job. Only candidates who meet the qualifications for the position will be considered and evaluated consistent with Utica University policies and procedures.

Guidelines:

- Eligible employees may receive more than one incentive payment for different positions per fiscal year if the referrals are hired and meet the program requirements.
- The referred applicant must identify one eligible referring employee.
- The employee referral incentive may not be split between multiple employees.
- All employee referral incentive payments must be approved by the Office of Human Resources before communicating the payment details to the employee.

RESOURCES/QUESTIONS:

Questions regarding this procedure may be directed to the Office of Human Resources at (315) 792-3276

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