

CITY OF ALBANY

EMPLOYEE REFERRAL PROGRAM

QUESTIONS & ANSWERS

The City of Albany appreciates and values input from its employees. The Employee Referral Incentive Program is designed as a partnership between the City and its most valued commodity and best recruiters, our employees. Through conversation, established relationships, mentoring and networking, employees have the opportunity to contribute to the wealth of talent the City employs.

The goal of the program is to generate focused recruiting efforts by those who best know the needs of the City and the Community. The program is designed to reward employees up to \$500 dollars or up to (32) thirty-two hours vacation accrual per eligible hire.

Q: How does the program work?

A: Employees refer an applicant who is successfully hired can receive a referral bonus. Each referral can earn a City of Albany employee up to \$500 dollars or up to (32) thirty-two hours of vacation accrual upon each successful hire. The first \$250 dollars or (16) sixteen hours of vacation accrual will be awarded when the successful candidate is hired.

If an employee-referred applicant completes their 6 month probationary period or 12 months for Police Officers, a second bonus of either \$250 dollars or (16) sixteen hours of vacation accrual will be awarded. There is no limit of bonuses an employee can receive, unless funding is no longer available.

At the time of submission of referral form you must indicate the type of referral bonus (cash or vacation accrual). You may not change the payment type once you have submitted the referral form.

It is your responsibility to submit referral forms on time. No late referral forms will be honored.

Q: What is an eligible recruitment?

A: Recruitments conducted by the City of Albany Human Resources Division are eligible for this program.

Q: How do I refer someone?

A: Employees interested in referring a candidate must complete a referral form.

Q: What is the referral form?

A: The referral form is a simple document which must be completed in order for you to receive credit for referring a candidate. It is your responsibility to submit referral forms on time. No late referral forms will be honored. If two employees submit a referral form for the same candidate, the first referral form received by Human Resources will be honored.

Q: When do I file the referral form?

A: Forms should be submitted no later than the 2nd day of NEO of the newly hired staff.

Q: Where do I get a referral form and how to submit?

A: Referral forms available in the City of Albany Human Resources Department. Also, forms will be distributed to each division Administrative Assistant.

Q: Who is eligible to refer candidates?

A: Full-Time City employees are eligible to participate in the Employee Referral Incentive Program. (Restrictions Apply)

Q: How will my reward be processed?

A: Rewards will be distributed by check. This will be considered taxable income and will be included on your W-2 form at the end of the year. If you elect to take vacation as your bonus, it will be accrued in your vacation balance.

Q: I have more questions which aren't answered here, who can I ask?

A: If you have further questions, please contact Katori Upshaw, Human Resources Generalist, Senior at 229-302-1544.