

City of Cornelia Employee Referral Incentive Program

The City of Cornelia is always looking for top talent and great personalities to add to our great workforce. There is no more effective recruitment tool than that of our most valued asset: our current employees. Our employees know firsthand all the benefits of working for the City of Cornelia and how we foster a culture of collaboration, teamwork, and the highest level of service to our residents and visitors.

If a person you refer is hired by the City, you can be eligible to receive a \$500 referral reward!

To review our current list of open positions, visit <https://www.corneliageorgia.org/jobs.aspx> or contact Human Resources Director.

Requirements

To qualify for the referral incentive, the current employee's name **must** be listed on the original application under the "Personal reference name" at the time of submission to Human Resources. Only the original application will be used for the referral so if an applicant applies multiple times, we will only refer to the first application.

Adding a referring employee's name to an application after the original submission will not satisfy this requirement. If multiple employees are listed as the referral source, the incentive funds will be evenly divided. If a name is listed but not clearly defined, or if the referral source could apply to multiple employees, the Human Resources Director will decide eligibility.

Section from application where referring name should be listed.

Personal reference name	Telephone #	number of years known

Eligibility

This incentive is applicable to full-time current employees who recruit another full-time employee(s). However, the following employees are **not eligible** for this incentive:

- Part-time employees
- Seasonal employees
- Elected officials
- Politically appointed employees
- City Manager, Human Resources Director, Department Heads and City Attorney

- Any employee whose primary job is to recruit employees (i.e. police recruiters), or any relationship deemed as a conflict of interest by the Human Resources Director.
- Any employee who is part of the hiring/selection process (interview, calls references, evaluates, etc.).
- Supervisors/managers/directors are not eligible for the referral reward for positions that are within their control.
- Individuals that began City work through a staffing agency, or any formerly employed individual of the City, are unable of being referred by a current employee under this program.
- Any current employee who recruits a relative for their department or division.

Note: A current part-time employee who is promoted to a full-time position does not qualify as recruitment.

Amount of Money and Distribution Method

If the above guidelines are satisfied, the referring incumbent employee will be eligible for a total of \$500 per referral.

A payment of \$250 will be made to the referring employee after the new employee has successfully worked 90 days, and then, a second payment of \$250 will be made to the referring employee after the new employee has been successfully employed for six months.

At any point, should either the referring employee(s) or the new employee leave the City of Cornelia, for any reason, the referring employee will not be entitled to further payment.

Tax Implications of Employee Referral Incentive

Monetary incentives paid to referring employees will be paid through the payroll system and taxed according to current IRS guidelines.

Any disputes arising from this program shall be brought to the attention of the Human Resources Director. The City Manager is the final authority on this matter.