

Employee Referral Program

Human Resources Policy- #325

Policy:

Davidson County has established an employee referral program for certain positions within the County. These positions include the following:

All Child Welfare Social Work positions

- Social Workers in Child Protective Services – Investigative/Assessment/Treatment (CPS Investigations and In-Home Services) SWIAT positions
- Social Workers in Foster Care (Permanency Planning) SW III – Permanency Planning positions
- Social Workers in Quality Assurance (Training) – QA Specialist positions
- Social Workers in Licensing – SW III Licensing
- Social Worker in Intake- SW III Intake
- Social Work Supervisors – SWS III - CPS and Licensing
- Social Work Program Manager
- Social Work Program Administrator

EMS Positions

- Full-Time Paramedic

Current employees that refer an external candidate, that is not a former employee, for a vacant position listed above will be eligible to receive a referral payment provided the candidate and referring employee meets the following criteria:

1. Lists the referring employee on the employment application.
2. The candidate is hired and starts their employment.
3. The candidate remains employed for 1 year.
4. Referring employee must be actively employed at the time of payment processing to receive the referral bonus.

If these conditions are met, the referring employee will be eligible to receive \$500, 1 day after the candidate start date and \$1,500 the day after the new employee completed 1

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year of service. If the referred employee leaves their employment for any reason prior to the completion of 1 year of service, the referring employee will keep the initial \$500 payment.

The following are excluded from the referral program:

- 1. An employee may not claim a referral for someone that they met at a job fair, college event or other similar event. The Director of Human Resources will be responsible for deciding eligibility if there is confusion regarding similar events.
- 2. Multiple employees may not refer the same candidate. The candidate will only be able to indicate one employee as the referring party.
- 3. Employees may not refer an employee already employed with another Davidson County Department.
- 4. Employees in the Human Resources Department are not eligible to participant in this program.

Human Resources will be responsible for tracking and processing the referral payments. Referral payments will be process for those that qualify by the last pay date of the following month.

Scope:

This policy applies to all employees

Document Change Record

Revision	Description
5/2/2025	Policy Name Change- DSS Employee Referral Program to Employee Referral Program and added EMS
8/13/2024	New Policy