

REFERRAL BONUS AWARD PROGRAM

The Referral Bonus Award is used to provide an incentive to employees who bring new talent into a Departmental element by referring persons who are subsequently selected and successfully employed for hard-to-fill positions. This award program has been established in accordance with the requirements of DOE O 331.1C, Employee Performance Management and Recognition Program.

Eligibility

All employees who meet the definition of “employee” in 5 U.S.C. 2105 are eligible for referral bonus awards, except:

- Employees whose regular, recurring, jobs include the recruitment of employees.
- Employees who refer any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- Employees who are excluded from the receipt of incentive or time off awards in accordance with 5 CFR 451.105.
- Any management official in the supervisory chain of command or other person associated and/or involved with the recruitment, rating, or selection of the candidate.

Award Restrictions

Referral bonus awards are not an entitlement and may be granted at management’s discretion when the Departmental element has made a determination that it has encountered difficulty in recruiting high quality candidates. The following factors should be considered in making this determination:

- The lack of success of recent efforts to recruit candidates and retain employees in like positions.
- The availability in the labor market of highly qualified candidates
- Recent turnover in similar positions
- Special qualifications needed for the position.
- Any other unique factor that demonstrates difficulty in filling the position.

Award Amount

The maximum amount for any referral bonus award shall be either up to \$500 or 16 hours time off. When setting an award amount, organizations should consider such things as:

- The percentage of costs saved by avoiding certain recruiting expenses;
- The difficulty of filling the position;
- Whether the position recruited is on a local or Departmental list of shortage category occupations; and
- The efforts put forth by the employee to recruit an individual.

Conditions for Payment

Referral bonus awards shall be paid in one lump sum payment after the person referred has been employed with the Departmental element for at least 6 months, but not more than 1 year, and their performance review or rating has been deemed to be at least "Meets Expectation".

Processing Procedures

The referring employee must submit a "Candidate Referral Form" (see attachment) to the servicing human resources office and the form placed in the merit promotion file if one has been established. In cases of noncompetitive selections, referral forms must be completed prior to appointment. If a referred employee is selected, the form should be forwarded to the selecting official for completion. It is suggested that the form be forwarded with the applicable selection certificate.

Monetary awards will be processed as cash awards using the nature of action code 848. Time-off awards will be processed using nature of action code 846. The remarks section of the SF-50 must clearly state "Referral Bonus Award" for additional tracking purposes.

Recordkeeping

Departmental elements and servicing human resources offices are responsible for maintaining the referral forms and justifications for program reviews and reporting purposes.

Program Monitoring and Reporting

Departmental elements are responsible for monitoring and assessing the usage of referral bonus and time off awards, as well as reporting the usage of these incentives to the Office of the Chief Human Capital Officer upon request.

The Office of the Chief Human Capital Officer may conduct periodic reviews and evaluations of the use of these incentives to ensure the basis for and amounts of payments are consistent with the criteria established in this guidance, and may report usage to the Office of Personnel Management and/or Office of Management and Budget, if appropriate.

CANDIDATE REFERRAL FORM

This form or some applicable version must be submitted by the referring employee to the applicable Human Resources Office prior to the issuance of a competitive selection certificate or prior to management's noncompetitive selection of the referred candidate.

Name of the candidate referred: _____

Title, grade and vacancy number of the position to which the candidate is referred (if applicable): _____

Name of the employee making the referral: _____

I certify that I am not otherwise involved with the recruitment, rating, or selection of the referred candidate and that I am not related by blood or affinity whose close association with the candidate is the equivalent of a family relationship.

Referrer's Signature

Date

Date Received: _____ (*The Human Resources Office will complete*)

If the referred candidate is selected, this section must be completed by the applicable management officials:

Justification for determining that the position is hard-to-fill:

Selecting Official's Signature

Date

I certify that the employee's performance is at least at "Meets Expectation" level after 6 months of employment.

Award Amount _____

Justification for the award amount:

Supervisor's Signature

Date