

EMPLOYEE REFERRAL INCENTIVE PROGRAM GUIDELINES

Pilot In Place March 2, 2020(retroactive)-August 28, 2020

1. Any Mt. Vernon employee, except for administrators and employees of the Human Resources Department, are eligible for the program.
2. A referral for any position except an administrator position may qualify for the program.
3. A “referral” for purposes of the program means that the applicant lists the employee as the referring party on the employment application. If more than one referral source is listed, such referrals will not be eligible under the program as an incentive is limited to one referral stipend per applicant. To qualify for the program, the current employee *must* be listed as the referring party on the employment application.
4. If a referral is made and the applicant is hired, the current employee-referral source will qualify for a \$100 referral stipend for each referral hired.
5. If a referral is made for a position on which the referring employee is serving on the interview committee, the referring employee may choose to either decline to serve on the interview committee or to surrender eligibility for the referral stipend for that particular position.