



## ADMINISTRATIVE REGULATION

Effective Date: November 9, 1989

Administrative Regulation: 1-4

Revision Date: August 12, 2024

Supersedes: December 20, 2023

Approved By: William H. Ashton II

---

Subject: Employee Referral Bonus/Recruitment Incentive Program

---

### I. Purpose

The town considers recruitment to be critical to the town's successful operations. The purpose of this Administrative Regulation is to outline procedures for this program as it relates to assistance with recruitment.

### II. Employees Involved

All regular status, part-time flexible, and temporary employees are eligible to participate in this program. Employees not eligible to participate in this program are: members of management team, the Town Manager and Town Attorney. The bonus is not paid for referring any current town employee or for referring a previous employee who has been gone less than three years.

### III. Policy

The Town of Herndon has established an Employee Referral Bonus/Recruitment Incentive Program as an additional recruitment aid. This program applies to all regular status, and part-time flexible, and temporary positions that will be recruited. Employees are encouraged to refer qualified, dependable applicants for town positions.

This program is contingent upon annual appropriation of funds and is subject to change at any time. If budgeted funds are exhausted for the year, the employee referral bonus program stops prospectively until funding is refreshed. No funds shall be committed for which there exists no funding. In the event an applicant states on the employment application that more than one employee referred him/her to the position, the bonus will be split accordingly.

#### Regular Status Positions Referrals

For successful referrals of regular status positions, a \$500 bonus will be given to the referring employee when his/her referral completes three months of employment. After the newly hired employee successfully completes the initial probationary period, another \$500 bonus will be issued to the employee who made the referral.



## ADMINISTRATIVE REGULATION

---

### Sworn Law Enforcement Officer Referrals

For successful referrals of a Sworn Law Enforcement Officer, a \$2,500 bonus will be given to the referring employee when his/her referral successfully completes field training. After the newly hired employee successfully completes the initial probational period, another \$2,500 bonus will be issued to the employee who made the referral.

### Commercial Driver's License Referrals

For successful referrals of a Commercial Driver's License holder, a \$1,000 bonus will be given to the referring employee when his/her referral successfully completes three months of employment. After the newly hired employee successfully completes the initial probationary period, another \$1,000 bonus will be issued to the referring employee.

New hires with an active Commercial Driver's License (CDL), will be eligible for a \$2,000 bonus upon successful completion of three months of employment. CDL will be verified through a background screening process conducted by Human Resources.

### Part-time Flexible and Temporary Referrals

For successful referrals of part-time flexible and temporary positions, a one-time \$50 bonus will be paid out to the referring employee when his/her referral completes 20 hours of employment.

### IV. Procedures

The name of the referring employee must be clearly indicated on the employment application. The Human Resources department will verify when an applicant referred by an employee is hired, and Finance will issue the bonus check.

Regular status referrals who resign within the initial probationary period, but work after their initial probationary period, will not qualify for the second bonus.

To qualify for the bonus, the referring employee and the referred employee must both be employed at the time of bonus eligibility and must not have submitted their resignation.

A handwritten signature in black ink, appearing to read "William H. Ashton II".

---

William H. Ashton II  
Town Manager