




FIRE RESCUE

ALBEMARLE COUNTY

STANDARD ADMINISTRATIVE POLICY

Subject:	Employee Recruitment Bonus Program
Reference Number:	SAP-DEP-031
Effective Date:	28 August 2007
Last Revision Date:	N/A
Signature of Approval:	

J. Dan Eggleston, Chief

Purpose:

The purpose of this Standard Administrative Policy is to establish a program to reward current employees who strive to recruit high quality employees to our Department.

Scope:

This policy applies to all Albemarle County Fire Rescue staff with the exception of the Command Staff or any staff involved in recruiting as part of their job function during the time frame of this program.

Policy:

1. Employees are eligible for a referral bonus when an applicant indicates that he/she applied for a fire rescue operations division position after being approached by the employee. A two step process shall be required for verification of the referral.
 - a. The referring employee must contact the Assistant Chief of Operations or his/her designee via email prior to the application being submitted and provide the applicant's name and the position to which he/she was recruited.
 - b. The applicant must indicate the fire rescue employee who recruited them in the "Special Qualifications" section of the online application at the time of original application submission.
2. If more than one employee refers the same applicant, the first employee who notifies the Operations Chief or his/her designee of the referral will be eligible for the bonus. This information will also have to match the verification from the applicant regarding the referral.
3. A recruitment bonus of \$ 500.00 will be paid for Firefighter/ALS recruits, and a referral bonus of \$ 250.00 will be paid for Firefighter/EMT recruits. The bonus shall be paid to the referring employee only after the new hire has successfully completed the new-hire Probationary Period.
4. Recruitment Bonuses shall not apply for positions filled by internal candidates such as: lateral transfers, promotions, or part-time to full-time status.
5. This bonus program will be initiated with a trial period beginning December 1, 2006 and will be re-evaluated in June, 2007 to determine the feasibility of continuing the program.
6. This program shall be funded through the Albemarle County Employee rewards/Recognition program.