

EMPLOYEE REFERRAL INCENTIVE PROGRAM

By this program, the City of Austin establishes an employee referral incentive, provided to current City of Austin employees, who successfully refer police officer candidates, to apply and become hired by the City of Austin. In order to receive the referral incentive payment, the referred police officer candidate must accept and successfully become employed with the City of Austin as a police officer.

The referral incentive will be provided to employees within the terms and conditions as set forth below, up to the maximum of \$1,000 per referral.

- Employees requesting a referral incentive must do so by completing and submitting a referral incentive request form, or per the method established by the City. If more than one employee submits a referral request for the same candidate, the payment may be split, at the discretion of the Employer, but under no circumstances will it exceed \$1,000.
- The total amount of the referral incentive shall not exceed \$1,000 per position filled and shall be paid in a single lump sum taxable installment. The payment will be provided no sooner than after the new hire has successfully been hired and has achieved active employment status as a police officer. No payment will be provided until all necessary requests, authorizations and acknowledgements are completed, including employee referral identification and verification from the newly hired employee.
- City of Austin employees are eligible to receive more than one referral incentive, for multiple referrals, as long as all of the conditions, as established, are met.
- The referring employee must still be employed with the City of Austin at the time of payment eligibility, in order to receive the incentive.
- If the referring employee meets the eligibility guidelines, as established, and the program is discontinued prior to the referral payment, the eligible employee will be provided the referral payment, even after the program is discontinued.
- The City of Austin reserves the right to discontinue, expand or otherwise alter any details of this program, at its discretion, at any time. Individuals who are not new City of Austin employees, but rather reinstated employees (previously employed) as a City of Austin police officer, would not be eligible for this program.
- The employee referral incentive program is not subject to the grievance or arbitration process.