



MORGAN COMMUNITY COLLEGE

Employee Referral Award Program

Purpose:

The purpose of the Employee Referral Award Program is to provide an incentive to current employees at Morgan Community College, to bring new talent to the college by referring applicants that are subsequently selected and successfully employed.

Eligibility and Participation:

Applicant - Applicants are persons not currently employed with the college.

Referring Employee - All MCC employees are qualified to receive a referral award with the exception of the following:

- Members of the Management Leadership Team (MLT)
- Human Resources personnel involved with the recruiting process
- Selecting supervisors or other persons associated with the recommendation of the candidate in the hiring process
- Student employees

Positions – Referrals to full-time, benefit eligible positions are eligible for the referral award.

Referral Award Amount:

- A \$500 referral award will be paid to the referring employee per referral.
- An employee may receive multiple awards, the total of which may not exceed \$2000 in any fiscal year.
- At the completion of the referred employees first 30 days of employment at the college, referral payments will be paid in a lump sum on the first available payroll following that 30-day period.
- Awards are not PERA includable but are taxable through payroll.

Referral Incentive Program Administration:

The Referral Program operates in accordance with the following program requirements:

- Referral awards are given at the discretion of Human Resources with the President or their designee having final approval authority.
- Awards are subject to available budget; funding for the program must come from existing college resources.
- The referral form must be completed by either the referred applicant or the referring employee. To be eligible for the referral incentive, the referring

employee must be listed as the source of information regarding the position on the candidate's employment application.

- Employees selected for eligible positions must be employed by MCC for at least 30 days before a referring employee may be eligible to receive a referral award.
- Referred candidates cannot be current employees of MCC in any capacity, to include faculty, APT, classified, part-time instructors, hourly, temporary, or student employees. Both the referring employee and the referred candidate must be employed by MCC when any referral award is paid. If a candidate does not remain employed for at least 30 days, for whatever reason, the award will not be paid.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Any disputes arising from the application of this program will be the responsibility of the President or their designee to resolve and is not subject to grievance under CCCS or State of Colorado Employee Grievance Procedures.
- The college HR Office will monitor the use of the Referral Award Program and will report annually to the Management Leadership Team for utilization of the Referral Award Program.
- Every effort will be taken to ensure the hiring process is fair and consistent with MCC policies and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral award.



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Candidate Referral Form (To be completed by referring employee)

Candidate's Name

Job Title

Referring Employees Name

Referral Date

I have read and understand the Employee Referral Award Program rules.

Referring Employee's Signature

Date

Approvals

Presidents Approval

Date

Budget Approval

Date

HR Approval

Date

Referred Candidates Hire Date

Payroll to be Processed
(+30 Days from Hire)