

INTER OFFICE MEMO

To: Administration & Finance Committee
From: Ruby Horta, Asst. General Manager – Administration

Date: 10/25/2023

Reviewed by: *W.C.*

SUBJECT: Employee Referral Pilot – Draft Policy

Background:

At the October 2023 Administration & Finance Committee meeting, staff presented a staffing update highlighting shortages in three critical job classifications: operators, mechanics, and storekeepers.

Table 1: Budgeted vs. Filled Positions

Title	Budgeted	Filled	Shortage
Operators	155	141 (+2 trainees)	12-14
Mechanics	18	13	5
Storekeepers	2	1	1
Service Workers	11	8	3

The Recruitment Department continues to evaluate new methods to fill open positions and prepare the agency for enhanced service levels, as ridership continues to increase. The idea of piloting an employee referral program for open positions was discussed, at a preliminary level. With the support of the A&F Committee staff has developed draft policy to implement an employee referral pilot program.

Draft Policy:

The attached draft policy (Attachment 1) is for discussion only. Staff is seeking feedback from the committee on items such as eligibility, award amount, disbursement schedule and pilot timeframe. The form is also an initial draft, subject to change.

Financial Implications:

To be determined based on feedback from the A&F Committee and staff estimates from recent recruitment efforts.

Recommendation:

None, for information only.

Action Requested:

None, for information only.

Attachments:

Attachment 1: Draft Policy

DRAFT POLICY – FOR DISCUSSION ONLY

Employee Referral Program

Limited One-Year Pilot (2024)

Upon recommendation by the Human Resources Director, and approval of the General Manager, a one-time award of \$1,000 will be paid to any permanent, full-time unrepresented County Connection employee who refers a successful candidate for the positions of Transit Operator Mechanic I-VI, and/or Storekeeper. Executive Management, the Director of Human Resources and the Hiring Manager of each respective position are not eligible for the incentive. Other ineligible job classifications may be included at the discretion of the General Manager.

This award will be made in two payments: one-half (\$500) in the first pay period after the applicant begins employment, and one-half (\$500) in the pay period after the new employee has successfully completed probation, as defined by each job classification. The employee receiving the award must be employed by County Connection when eligible for payment. All awards will be paid through the regular payroll system and are not reportable to CalPERS.

The employee must complete the Recruitment Referral form, signed by the applicant, and submit it to the Human Resources Department no later than the applicant's first day of employment to identify the employee responsible for the referral. Only one employee will receive credit for making a referral. In the event there is more than one Referral Form submitted for the same applicant, no employee will receive an award.

Represented employees may elect to be included in the pilot at the discretion of their respective union representatives. The pilot will be available as-is to all employees. A side agreement letter signed by the union representatives must be filed with the Human Resources Department before any represented employees are eligible for the referral award. All decisions by the General Manager regarding this program are final and are not subject to the grievance process.

County Connection

EMPLOYEE REFERRAL PROGRAM - AWARD FORM

This form must be submitted by the employee requesting the award. It must be signed by the referred applicant and submitted to the Human Resources Department no later than the applicant's first date of employment.

PLEASE PRINT:

I _____ am a permanent employee of County Connection.

I have referred _____ to County Connection to apply for the position of _____.

I am aware of and fully agree to the terms and conditions of the Employee Referral Program.

Referred (New) Employee Signature

Date

Referring Employee's Signature

Date

For internal use only

Human Resources Department Approval

Name:

Date:

Signature: