



COUNTY OF CARROLL
OFFICE OF THE COMMISSIONERS

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Policy Title:	Employee Referral Bonus Program
Effective Date:	07/01/2022
Revision Date:	
Reference(s):	

The purpose of the Employee Referral Bonus Program is to provide an incentive award to current full- or part-time regular employees who bring candidates to the County by referring candidates who are subsequently selected and successfully employed by the County.

Candidate: Candidates are persons not currently employed with Carroll County, nor are they individuals who have an application and/or resume on file with the Human Resources department before referral.

Referring Employee: All employees in full- or part-time regular positions are eligible to receive a referral bonus, with the exception of the following:

- Department heads
- Commissioners
- Elected Staff
- Employees whose regular, recurring jobs include the recruitment of employees
- The selecting manager/supervisor or other person or other persons associated with the selection of the candidate
- All HR Department employees
- Family members as defined by the current anti-nepotism guidelines

Upon the successful hire of a candidate, a referral bonus of \$500 will be paid to the referring employee as follows:


- \$250 award after sixty (60) days from the candidate's hire date (if the candidate remains employed),
- \$250 award after one-hundred and eighty days (180) from the candidate's hire date (if the candidate remains employed).


Additionally, the referring employee will be granted one paid day off as soon as practicable after the candidate's hire date. The referring employee is requested to provide two (2) dates of choice to management for scheduling purposes.

The following additional terms apply:

- Employees at Carroll County may refer non-County personnel as candidates for full- and part-time positions that are open
- Employees may refer their relatives as candidates, except those prohibited for employment by the County's anti-nepotism policy.
- There is no limit to the number of candidates an employee may refer.
- The County will provide a form for completion and submission by either the candidate or the referring employee with the candidate's application indicating the referring employee has made the referral.
- Referred candidates cannot be current employees in any capacity including temporary, limited-time project, contract, or per diem employees.
- Only candidates who meet the essential qualifications for the position will be considered.
- The hiring process will be fair and consistent with County policies and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
- The referral date cannot be earlier than the date the job opening is posted.
- The hiring of a referred candidate must occur within 180 days (six months) of the initial referral date.
- Both the referring employee and the referred candidate must be employed with Carroll County at the time the referral bonus is paid.
- Employees should be aware that referral bonuses are considered taxable income.
- The Human Resources Department will administer the Employee Referral Bonus Policy.


Terry McCarthy
Chairman


Matthew Plache
Vice-Chairman


Kimberly Tessari
Clerk