



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	HRM-3001	Policy Title:	Referral Bonus Policy
Effective:	04/01/2023	Responsible Office:	Human Resources
Date Approved:	03/21/2023	Approval:	Executive Vice President and Chief Operating Officer
Replaces Policy Dated:	N/A	Responsible University Official:	Chief Human Resources Officer

PURPOSE:

This policy provides for bonus payments to current UR employees that refer a candidate to a regular full- or part-time vacant position who is ultimately employed by the University. The purpose of this policy is to provide guidance on such referral bonuses.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term “Affiliates” means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity’s governing board.

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POLICY STATEMENT:

HRM-3001.1 – Definitions

Eligible Employee:

Active UR employee who played no role in the hiring process associated with the candidate for which they are listed as a referring employee, is not in an ineligible position, and is satisfactorily employed (not subject to any disciplinary review or action) on the date the bonus payment is processed. Not all UR employees or positions are eligible to participate in this bonus program.

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Ineligible Employee:

- Managers and supervisors who are involved in the recruitment of the vacant staff position
- Human Resources employees involved in the hiring process
- Hiring committee members, if applicable, and any other employee involved in influencing the hiring decision, including employees who interviewed candidates for the position and/or provided feedback to the hiring manager
- Members of the President’s Cabinet
- Student employees
- Employees in casual, temporary, and limited-term positions

External Candidate:

External candidates include new applicants, as well as existing applicants in the UR Talent Web applicant tracking system and prior university employees who left the university in good standing who are hired for a permanent part-time or full-time staff role (excludes faculty, temporary, limited-term, casual positions). The external candidate must name the referring employee on their application during the initial application process.

HRM-3001.2 – Policy

The University will provide a \$1,000 referral bonus to eligible current UR employees when they refer an external applicant to an open full or part-time position and that external candidate is hired and successfully completes their 6-month probationary period. Referral bonuses will not be paid for current UR employees (internal candidates) who are hired into a new job at UR, even if they list an eligible person as the referring employee.

To receive a referral bonus, the eligible employee must be listed by the external candidate on their application - only one person may be listed as the referring employee. After the external candidate is hired and successfully completes their six-month probationary period, Human Resources will notify the eligible employee when the bonus is to be paid. Referral bonuses are considered income and will be subject to all applicable taxes. There is no limit to the number of referral bonuses an eligible employee can receive.

All candidates must be evaluated for employment consistent with University policies and procedures, and no employee will be eligible for a referral bonus if they played a role in influencing the hiring decision.

Referral bonuses are centrally funded.

RELATED POLICIES:

[Nepotism and Personal Relationship Policy](#)

[Conflict of Interest Policy](#)

POLICY BACKGROUND:

This policy previously existed only on the Human Resources website. It was formally reviewed by President’s Cabinet and approved on 03/21/2023

POLICY CONTACTS:

Chief Human Resources Officer