

TECHNICAL ASSISTANCE

Date: 04/19/2022
Contact: dwdhumanresources@dwd.in.gov
Program: DWD
Subject: DWD Technical Assistance 2021-18
Employee Referral Bonus

Purpose

The purpose of this Technical Assistance is to operationalize State Personnel Department (SPD) Policy *Referral Bonus*.

References

SPD Policy *Referral Bonus*

Content

SPD Policy, Referral Bonus outlines the eligibility requirements for candidates and employees for the State's Referral Bonus program.¹ SPD also fixes the value of each bonus depending on the type of position (full-time, part-time, or intermittent) for which the candidate is hired. Department of Workforce Development (DWD) staff are encouraged to refer potential candidates for employment with the agency and to participate in the State's Referral Bonus program. Employees may be issued one referral bonus for each candidate referred and hired.

Employees must complete State Form 53041, State of Indiana Referral Bonus Program² prior to the referred candidate's start date. Forms submitted after this date will not be accepted. Forms must be submitted to dwdhumanresources@dwd.in.gov. "Referral Bonus" should be included in the subject line. Employees (both referred candidate and referring employee) must also remain employed by DWD for six months after the referred candidate's start date to receive a referral bonus.

DWD Human Resources will review forms to determine eligibility for a referral bonus. If a referral is bonus eligible, DWD Human Resources will communicate the determination to the employee and will provide the employee with a copy of the completed form with necessary signatures for submission to DWD Payroll. DWD Human Resources will maintain a copy of the form in the personnel files of both the employee and the referred candidate.

¹ Employees are encouraged to review SPD Policy, Referral Bonus. Employees may also want to refer to the FAQ document from SPD: <https://www.in.gov/spd/files/NextLevel-State-Work-FAQ.pdf>.

² <https://forms.in.gov/Download.aspx?id=15193>

After approval from DWD Human Resources, completed forms must be submitted to dwdpayroll@dwd.in.gov. DWD Payroll will ensure that all State payroll, budget, and other financial requirements are met. DWD Payroll will process the application forms and ensure that eligible employees receive bonuses once approved.

Attachments

None

Additional Information

Questions regarding the content of this publication should be directed to dwdhumanresources@dwd.in.gov.