

**Binghamton University**  
**Employee Referral Bonus Program**  
**Pilot Program**

**Purpose**

Binghamton University recognizes employees are a highly valued resource and this policy highlights the importance of attracting and maintaining a strong workforce. Given the challenges we are facing recruiting and retaining staff in **critical need areas**, we have created a pilot Employee Referral Bonus Program. The initial pilot program is focused on the recruitment of entry level custodial, trades, and office assistant positions (specifically SG-5 Cleaners, SG-6 Facilities Operations Assistant I, and SG-6 Office Assistant I titles) given the large number of vacancies in those areas. Depending upon the success of the program, the pilot could be opened to additional positions in the future.

The purpose of the Referral Bonus Program is to provide a \$500 payment to both the current employee who makes a successful referral and \$500 to the employee who is subsequently hired by Binghamton University into one of these positions.

This PILOT program will be effective with any new referrals made on April 1, 2023 or thereafter. The program will be reevaluated for effectiveness in the future.

**Program Details**

1. Full-time and part-time faculty or staff who refer candidates to an entry level cleaning, trade, or office assistant position (specifically SG-5 Cleaner, SG-6 Facilities Operations Assistant I, or SG-6 Office Assistant I) are eligible for this program. RF staff are also eligible to make referrals. The vacancy must be 0.5 FTE or higher.
2. Students and Post-doctoral Fellows are not eligible to participate.
3. Eligible positions are positions in those particular titles which are open and posted on the Human Resources website (<https://www.binghamton.edu/offices/human-resources/jobs/index.html>). The vacancy must be 0.5 FTE or higher.
4. The following positions are excluded from this program:
  - Summer hires
  - Temporary positions
5. The name of the individual referring the applicant must be announced by applicants via a specific question that will be on Interview Exchange or listed on the hard copy application. Referral bonus applicant must match the person indicated on the original application to be considered eligible for the bonus.
6. Upon confirmation of eligibility, a referring faculty or staff member will receive a \$500 one-time payment from the Binghamton University Foundation so long as the new employee is still on the

state payroll within six months of the new employee's start date. Referring faculty or staff members can make up to 3 referrals during the pilot program.

7. The new employee who was referred will also receive a \$500 one-time payment from the Binghamton University Foundation six months from the beginning of their start date.
8. New employees who do not provide the name of a referral at the time of application are not eligible for the program.
9. All employees (State and RF) are eligible to refer a new employee with the exception of:
  - President
  - Vice Presidents
  - Deans
  - Hiring manager
  - Members of search committee
  - Individuals with a direct reporting relationship with candidate
  - Employees whose regular, recurring, duties include the recruitment of employees
10. Employees may refer family members for employment, however, pursuant to university and state policy, they are prohibited from taking any further action regarding their candidacy. In addition, family members or those residing at the same address are ineligible for the monetary award.
11. Rehire referrals must have been separated for a minimum of three years.
12. This program applies to referrals of external candidates only. Openings that are filled with internal transfers or those already employed as a contractor or in any other capacity are not eligible for referral.
13. Referral bonuses to both employees will be paid after the qualification period has ended. Each individual will need to complete an IRS Form W-9. Recipients of the Referral Bonus Program are encouraged to discuss tax liabilities with their tax professional.
14. No referral bonus will be awarded for a candidate if an agency or third-party is required for hire.
15. The Associate Vice President for Human Resources will address any disputes arising from the application of this program.