

## **Recruitment incentive employee payment scheme.**

### **Employee referral payment scheme “Golden Hello payments”**

#### **1. Purpose**

In order to meet our current and future business needs, North Halifax Partnership (NHP) wants to attract and recruit the best talent possible, who share our core values and aspirations.

With this in mind, we want to promote an employee referral scheme.

The purpose of this scheme is to reward our current staff for helping us to attract and recruit individuals who have the right skills for a role with us, but most of all would enjoy working with NHP.

#### **2. The scheme**

Any employee can recommend a person to us for recruitment. A referral payment will be payable if the referred applicant is subsequently recruited, and successfully completes their probationary period.

#### **3. Who can I recommend?**

You can recommend anyone who you believe will be suitable to work with us, where we have a vacancy that would suit them.

The vacancy must be a permanent post or a fixed term/temporary post of at least 9 months in duration (i.e. a maternity cover).

However, recommendations cannot be made regarding:

- a former employee, either permanent, casual or temporary worker (including agency staff), who has left in the previous 12 months;
- a person who has previously applied for a role, but declined an offer from us;
- a person who has previously applied for a role, but we were not able to offer the role as they did not satisfy our pre-employment checks;
- a person who has made an application which has been received by us, before the referral is made;
- the referral of any casual staff, interns and/or apprentices;
- a person who you are/will be a referee for.

Referrals under this scheme will only qualify where a full application form is submitted.

For details of all our vacancies, please go to the recruitment page on the website: [North Halifax Partnership – A better future for all generations](#)

### **What are the payments?**

In line with our values, we would like to encourage employees to refer strong candidates who have the right skills and values and would be a great addition to the organisation.

All employees are entitled to refer a suitable candidate for positions that are advertised externally.

We will pay an introductory payment to any employee who introduces a candidate who is subsequently employed as a result of that introduction, provided the eligibility criteria are satisfied.

<b>Role</b>	<b>Introduction to employment payment</b>
Early Years Practitioner NVQ Level 2	£150
Early Years Practitioner plus/ senior NVQ Level 3 - 4	£150
Other roles * identified by SLT	£150

### **4. How do I refer someone?**

When you refer someone for a vacancy you should email Payroll Officer with the following information:

- Name of applicant
- The role they are applying for

You should also ask the applicant to include your name and your role in their application form. They can write this information in box 5d on the application form.

The HR team will then match the applicant with the referrer.

Whether the person is shortlisted for an interview is entirely at the discretion of the recruitment panel. The usual recruitment procedures will apply during the recruitment exercise.

If the person you referred is interviewed, accepts a position and reports to work on their start date, then this is considered an eligible referral. This is referred to as 'introduction to employment'.

HR will notify successful referrers only of the outcome of the application at the end of the recruitment process and when a decision has been made and accepted.

That person must then satisfactorily complete their probation period (usually six months). This is referred to as the 'probation period' and once the new starter has completed this, the referral payment can be paid.

## **5. Eligibility to receive a payment**

All permanent employees and fixed term employees are entitled to refer suitable candidates for positions that are open and advertised.

There is no limit on the number of referrals that you can make, however, any referral must be in connection with an advertised vacancy.

Only one introductory payment will be paid for each new referred candidate employed. In the case of multiple referrals of the same candidate, we will proceed on a 'first referred by' basis.

Section 3 explains what recommendation will not be eligible. Please also be aware of the following to be eligible for the scheme.

- The referred candidate must start their employment within 3 months of the date that their application is received;
- The referrer is not entitled to receive payment if they are on the Senior Management team, or are part of the recruitment process (including the HR Team). This would include Managers on the recruitment panel;
- The referrer is not entitled to receive payment if they have authority to approve the probation period. However, if a conflict of interest is declared to a Senior Manager, appropriate arrangements will be made to ensure a transparent probation process, and on agreement by a Senior Manager payment maybe agreed.

Introductory payments will be made when the referred candidate begins their employment.

Payments can only be made to employees who are currently employed by the Partnership.

## **6. Other**

All queries relating to this scheme should be directed to Payroll Officer.

Any disputes about the payment of referrals should be made to Chief Executive Officer who will review the matter and decide whether, and to whom, a referral payment is payable. That decision will be final. The Chief Executive Officer is able to delegate this review and decision making to a member of the Senior Leadership Team.

Once a referral payment is due, it will be paid to the referring employee in their next salary payment, subject to normal tax and national insurance deductions.

An employee who refers a person and knowingly misleads the organisation in doing so, for example refers someone who is not lawfully permitted to take up the role, may be subject to disciplinary action.

Please be aware that feedback on the success of an application referred via the scheme will only ever be disclosed to the applying party and never the referrer.

This scheme is offered on a discretionary and as such, we reserve the right to amend or withdraw it at any time on reasonable notice. This scheme does not form part of your contract of employment or otherwise have any contractual effect.