

Employee Referral Program

Purpose

The purpose of the Employee Referral Program is to provide incentives to current general city employees who refer applicants for the positions of police officer, a lateral transfer police officer, or police aide.

Policy

When a City of Milwaukee general city employee refers a qualified individual who applies for a police officer or transfer police officer position, and the referred individual is hired, graduates from the academy, and successfully completes half of the probationary period following academy graduation, the employee will receive a referral incentive of \$500 per successful candidate referred. For a referral of a qualified individual who applies for a police aide position, the individual must successfully complete the police aide program and be promoted to police officer.

This policy does not apply to sworn employees in the Milwaukee Fire Department. For members of the Milwaukee Police Association and the Milwaukee Police Supervisors' Organization see the existing Memorandum of Understanding between the City and your Union.

Referral bonuses will be paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.

The individual referred by a general city employee must also have listed the referring employee on the job application at time of application in order for the employee to be eligible for the incentive.

Both the employee who made the referral and the employee who was hired must be employees of the City at the time the incentive payment is due.

The referral form must be completed prior to the start date of the recruit or police aide class. If multiple employees are listed as the referral source, the first employee to submit the referral form will be eligible to receive the incentive.

The hiring process will be consistent with the City's Fire and Police Commission procedures and/or other policies and procedures related to fair and equitable hiring. The referring employee may not be involved in any portion of the recruitment process or in assessing or contributing to the decision to continue the referred employee's employment.

Eligibility and Participation

1. Eligible positions: Police Officer, Lateral Transfer Police Officer, and Police Aide.
2. All full or part-time employees are eligible to participate except for:
 - a. Elected Officials
 - b. Departmental Directors
 - c. Fire and Police Commission employees in the Staffing Division
 - d. Employees with a direct reporting relationship to an employee who is referred.
 - e. Temporary or provisional employees who do not have regular status.
 - f. Departmental HR staff who have a role in the hiring process.



Department of Employee Relations

3. Eligible candidates must meet the following criteria:
 - a. Cannot be a former employee of the hiring department or contract temporary employee.
 - b. Cannot be an immediate family member of the referring employee.

Questions regarding the Referral Bonus Program may be directed to the Fire and Police Commission