

Chapter: Employee Awards and Recognition
Title: Employee Referral Program

Effective Date: 12/1/11
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New

ACA Standard(s): N/A

(a) **Policy.**

The Texas Juvenile Justice Department (TJJD) grants Employee Referral Program (ERP) awards in accordance with the provisions of this policy to award and recognize an employee's initiative in the successful recruitment of applicants for employment.

(b) **General Provisions.**

- (1) The ERP award is a \$100.00 gift card. The executive director will determine the type of gift card to be awarded, and the same type of gift card will be available to all ERP award recipients.
- (2) With the following exceptions, an employee may participate in the ERP by referring an eligible external applicant for a posted position vacancy. The exceptions include:
 - (A) a division director;
 - (B) a human resources employee whose essential job functions include the recruitment of applicants for employment; and
 - (C) an employee who is in the vacant position's line of supervision.
- (3) There is no limit to the number of ERP awards that a TJJD employee may receive.
- (4) A referring employee will receive an ERP award upon hire of the referred external applicant.

(c) **Procedures.**

- (1) An employee may obtain an Employee Referral form, HR-130, from:
 - (A) the TJJD Internet website on the Employment page;
 - (B) the local human resources administrator (HRA); or
 - (C) Central Office Human Resources Employment staff.
 - (2) The referring employee must:
 - (A) complete the referral information section of the HR-130 form; and
 - (B) provide the form to the referred applicant for completion of the applicant information section.
 - (3) The referred applicant must ensure that the completed HR-130 form is attached to each State of Texas Application for Employment submitted for a TJJD position.
 - (4) If the referred applicant is selected for hire, the local HRA will submit the completed HR-130 form to the employee awards coordinator at Central Office human resources. The employee awards coordinator will:
 - (A) coordinate the purchase of the gift card; and
 - (B) upon receipt of the gift card, forward the gift card to the appropriate business office for distribution.
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