



CITY OF FORT WALTON BEACH - HUMAN RESOURCES

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The City of Fort Walton Beach is always seeking qualified individuals to contribute to its vision, mission, and values. In an effort to recruit and retain valuable employees, the City is implementing a Referral Program. This program gives both the current employee and the referred employee the opportunity to receive a \$500 incentive. Referred employees must be selected for hire and successfully complete six months (6) of employment for both to receive the incentive.

Employees must refer candidates to Human Resources through the employee referral program link on the City's website.

- To be eligible for the program you must be continuously employed by the City from the time of referral to the payment of the incentive. Incentives will not be paid to persons no longer working for the City.
- Department Directors and Human Resources Staff are not eligible for the Referral Program.
- Division Heads who refer someone to work under their direct supervision are ineligible for the Referral Program.
- Police, Fire and other departmental employees serving in a recruitment capacity are exempt from the program.
- The referral date cannot be earlier than the date the job opening is posted.
- The hiring of a referred employee must occur within 90 days of the initial referral date.
- To be eligible for the incentive, the candidate must indicate which City employee referred them on the application to Human Resources.
- The first employee to refer a candidate will be the only referring employee eligible for the referral incentive.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with policies and procedures.

The Referral Program is enforced consistent with this policy and at the discretion of the City Manager.

Policy Effective Date is January 3, 2022