

**City of San Antonio**  
**Solid Waste Management Department**  
**Employee Referral Program**

**I. PURPOSE**

- A. The purpose of the Employee Referral Program is to provide eligible employees with lump sum payments for referring eligible candidates for employment with Solid Waste Management Department (SWMD).

**II. DEFINITIONS**

- A. Job classification - The official job title established within the City's pay plan  
B. Referral incentive payment – lump sum payment provided to current City of San Antonio employees to incentivize the referral of eligible candidates for employment opportunities  
C. Candidate – a person who is referred for employment by a current employee in the City of San Antonio's Solid Waste Management Department

**III. ELIGIBILITY**

- A. Employees are eligible to receive the first referral payment under this policy if they meet the following criteria:
- 1) May be either a regular, full-time, or part-time active SWMD employee
  - 2) Must refer a candidate that meets the criteria corresponding to the vacant position:
    - (a) Must apply and be hired for a position in one of the following job classifications: Automated Collection Services Trainer, Brush Collection Crew Leader, Side Loader Equipment Operator, Solid Waste Collection Truck Driver, Solid Waste Equipment Operator, or Solid Waste Senior Equipment Operator. These job classifications have been selected based on their purpose of ensuring the health and safety of the community.
      - (i) Must meet the requirements of the job classification, including training and certificates
      - (ii) Must complete new hire processing
      - (iii) Must complete the assigned 2-week SWMD new hire training at a satisfactory level
    - Or
    - (b) Must apply be hired for a position in one of the following job classifications: Heavy Equipment Mechanic I, Heavy Equipment Mechanic II, or Heavy Equipment Mechanic III. These job classifications have been selected based on their purpose of ensuring the health and safety of the community.
      - (i) Must meet the requirements of the job classification, including training and certificates
      - (ii) Must complete new hire processing and first scheduled shift
  - 3) Must be the foremost person identified by name or personnel number on the candidate's employment application
  - 4) May not be involved in the hiring or selection process, or the supervisory chain of command for a kinsman as defined by the Nepotism Administrative Directive 4.44.
- B. Employees are eligible to receive the second referral payment under this policy if they meet the following criteria:

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- 1) Must have received the first referral payment in accordance with this policy
  - 2) Must have referred a candidate who satisfied the requirements stated in section III subsection A-2 of this policy and must have received a score of satisfactory on the 3-Month Probationary Employee Performance Evaluation or is making progress towards improvement as defined by SWMD.
- C. Employees are eligible to receive the third referral incentive payment under this policy if they meet the following criteria:
- 1) Must have received the second referral payment in accordance with this policy
  - 2) Must have referred a candidate that has satisfied the requirements in section III subsection B-2 of this policy and must have received a score of satisfactory on the 6-Month Probationary Employee Performance Evaluation or is making progress towards improvement as defined by SWMD.
- D. Must submit all required documentation as described in this policy

**IV. PAYMENT**

- A. Eligible employees as outlined in this policy will receive a \$50 lump sum for the first referral payment to be paid in the regularly scheduled paycheck following the candidate's completion of all eligibility requirements.
- B. Eligible employees as outlined in this policy will receive a \$50 lump sum for the second referral payment to be paid in the regularly scheduled paycheck following the candidate's completion of all eligibility requirements.
- C. Eligible employees as outlined in this policy will receive a \$50 lump sum for the third referral payment to be paid in the regularly scheduled paycheck following the candidate's completion of all eligibility requirements.

**V. RESPONSIBILITIES**

- A. Employee
  - 1) Eligible employees are required to review this policy and sign the Employee Acknowledgement Form (Attachment A).
- B. Department
  - 1) SWMD will communicate this policy to all incumbents in the eligible job classifications upon hire.
  - 2) SWMD will forward approved Employee Referral Program Payment Request Forms to the Employee Relations Business Partner.
  - 3) SWMD will collect and file the Employee Acknowledgement Forms & Employee Referral Program Payment Request Forms in employees' personnel files.
  - 4) SWMD managers are responsible for ensuring that referral payment requests comply with this policy.
  - 5) SWMD will communicate to incumbents the status of referral program payments.
  - 6) SWMD will maintain and monitor records of all individuals who receive referral Employee Referral Program payments. These records will be available to Human Resources for inspection.

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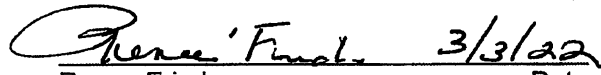
- 7) SWMD will implement Employee Referral Program payments in accordance with this policy.
- 8) SWMD will ensure that the implementation of this policy is in accordance with the Nepotism Administrative Directive 4.44.

**C. Human Resources**

- 1) The Employee Relations Business Partner will coordinate with the Finance Department for the creation of unique wage type codes to be used for processing Employee Referral Program payments.
- 2) The Employee Relations Business Partner will review all Employee Referral Program payment requests and required documentation to ensure compliance with this policy and provide a copy of the Employee Referral Program Payment Request Form to the Department Fiscal Administrator.
- 3) The Human Resources Specialist will process approved payment requests into SAP in a timely manner and file a copy of the applicable forms.

This policy supersedes all previous departmental standard operating procedures, correspondence, and/or guidelines on this subject. All changes to this policy require City Manager's approval in coordination with the Human Resources Department. Continuation of this Employee Referral Program and the payment amounts are contingent upon annual budget approval. Information and/or clarification regarding this policy may be obtained by contacting the assigned Employee Relations Business Partner.

  
David Newman  
Solid Waste Management Director  
Date 3/3/22

  
Renee Frieda  
Human Resources Director  
Date 3/3/22

  
Erik Walsh  
City Manager  
Date 3/4/22

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**Attachment A**

**EMPLOYEE ACKNOWLEDGEMENT FORM:**

I acknowledge that I have read and understand the provisions presented in the Employee Referral Program.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Attachment B**

**PAYMENT REQUEST FORM:**

Please review and complete this form and submit to your supervisor.

1. Employee Name: \_\_\_\_\_
2. SAP Number: \_\_\_\_\_
3. Job Title: \_\_\_\_\_
4. Type of incentive payment requested:  
 Completion of Training  3 Month-Milestone  Completion of Probation
5. Assigned SWMD Manager: \_\_\_\_\_
6. Manager's Phone: \_\_\_\_\_
7. Candidate Name: \_\_\_\_\_
8. Candidate Job Title: \_\_\_\_\_

Employee's Agreement:

I have read and understand the Employee Referral Program. The information I provided in this application is true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Solid Waste Management Department Purposes Only:**

Supervisor's Signature: \_\_\_\_\_  Agree  Disagree Date: \_\_\_\_\_

Other Signature: \_\_\_\_\_  Agree  Disagree Date: \_\_\_\_\_

**For Human Recourses Department Purposes Only:**

Received by ERBP: \_\_\_\_\_ Date: \_\_\_\_\_ Eligible  Yes  No

Processed by HRS: \_\_\_\_\_ Date: \_\_\_\_\_

Date Forwarded to Personnel File: \_\_\_\_\_