



POLICIES AND PROCEDURES

SUBJECT: EMPLOYEE REFERRAL AWARD PROGRAM

POLICY NO: 702.1

PURPOSE: To provide guidelines that outline the Department of Health Services' (DHS') Employee Referral Award Program (ERAP).

POLICY: Eligible DHS employees (henceforth "Employee") may receive monetary awards for referring qualified applicants (henceforth "Referral") for employment to fill designated "Hard to Recruit" Registered Nurse positions in DHS.

The Director of Nursing Affairs will delineate the "Hard to Recruit" Registered Nurse items and distribute a list of the designated positions to the facility Nurse Recruitment Offices for posting. The DHS Human Resources Director will review the list annually (at a minimum) to determine continued ERAP eligibility.

Eligible Employees must meet the following criteria:

- Work for DHS when the Referral is submitted and must still be employed with the Department to obtain the award
- At the time of referral, is not a MAPP participant, working in Human Resources (HR) or Nurse Recruitment, or involved in the examination and/or selection process

Eligible Referrals must meet the following criteria:

- Attach a completed Referral Card to each County Employment application submitted
- Successfully complete the Civil Service exam process
- Be appointed to an award-eligible "Hard to Fill" Registered Nurse position within DHS
- Successfully pass a criminal background check and education and licensure verifications

APPROVED BY:
REVIEW
DATES:

EFFECTIVE DATE: January 1, 2007

SUPERSEDES: January 17, 2006

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- Work a minimum of 24-hours per week

The following individuals are not eligible Referrals:

- Any individual who has been presented by a search firm, temporary agency, registry, etc., for DHS consideration within the last year.
- Any individual who submitted an application for an ERAP-eligible Registered Nurse position within the past year, or is on an active eligibility list for the position.
- Any individual who has been involuntarily terminated from County employment.
- Any individual who is already a County employee at the time of referral including, but not limited to Student Nurse Workers/ Senior Student Nurse Workers (SNW/Sr. SNW's) and/or Licensed Vocational Nurses (LVN's) and Certified Nurse Attendants (CNA's) and any other County employees in nursing training programs.

Award guidelines:

- Awards will be distributed to Employees in two installments:
 - First Installment is allocated after Referral has been continuously employed with DHS for 6 months from hire date.
 - Second Installment is allocated after Referral has been continuously employed with DHS for 12 months from hire date.
- Amount of disbursement is as follows:

Employment Status of Referral	First Installment Award Amount	Second Installment Award Amount
Full-time	\$250.00	\$750.00

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Part-time	\$175.00	\$325.00
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- A change in the Referral's employment status from full-time to part-time (at least 24-hours per week) will result in payment equal to the part-time award amount.
- A change in the Referral's employment status to fewer than 24-hours per week will cancel scheduled award payment(s).
- All costs associated with ERAP will be based on availability of funds.

PROGRAM ADMINISTRATION GUIDELINES

- An Employment Application along with a Referral Card must be received in order for the Employee to receive credit for the Referral. The Referral Card must include the Employee's name and Employee number (and/or phone number).
 - Referral Cards may be accepted after the submission of the Employment Application under the following conditions:
 - The Employment Application must indicate "County Employee" as the answer under the question "How did you learn about this position?" at the time the application is submitted.
 - The Referral Card is submitted by the applicant prior to the Civil Service Examination.
 - Referral Cards will not be accepted if received after the Civil Service Examination is conducted.
 - One Referral Card per Employment Application is allowed.
- There is no limit to the number of Referrals an Employee can refer or the number/amount of awards he/she can receive.
- The location where the Employment Application is received will be responsible for entering ERAP information to the LotusNotes examining system, which will allow the Nursing Affairs Office to track Employees qualified to receive a referral award.

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- Description of the ERAP will be included in the DHS-wide Employee Orientation and supervisor training programs as well as in specially designed marketing campaigns.
- The Nursing Affairs Office is responsible for program administration, including appropriate financial allocations and controls, as well as determining Employee/Referral eligibility.
- Reports will be generated from LotusNotes indicating scheduled award disbursements due at 6 and/or 12 month periods.
- This program may be modified or discontinued at any time. Referrals in process at the time of such modification or discontinuance will be honored.

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