

Staff Referral Scheme Policy

November 2022

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1. Policy

- 1.1 This policy has been introduced in order to recognise employees for referring candidates to St Mary's University who can bring invaluable skills and experience to the University.
- 1.2 The employee referral scheme enables employees (including those on fixed term contracts) to receive an introduction bonus where they introduce a friend, family member or other personal contact to the University ("the referred person") as a job applicant and the referred person is then subsequently recruited and employed by the University as a result of that introduction. This policy does not apply to the referral of agency workers, HPA's, casuals or contractors.

2. Scope

- 2.1 This policy applies to all substantive members of staff employed by the University. It does not apply to Casuals, Hourly Paid Academics, Contractors or any agency staff. The scheme is entirely discretionary, non contractual and does not form part of the terms and conditions of employment. The University reserves the right, at any time, to amend the terms of the employee referral scheme or to completely withdraw the employee referral scheme.
- 2.2 Referrals can be made by all substantively employed members of staff. However, this policy excludes SMT and any individual who has influence over the recruitment decision including shortlisting.

3. Principles

- 3.1 Under the terms of the employee referral scheme, where you introduce the referred person to the University for prospective employment (for a permanent or fixed term contract either full or part time) and, having gone through the recruitment process, they are offered employment by the University which they accept, you will be entitled to receive an introduction bonus of £250 (net payment) upon the referred person successfully starting at St Mary's.
- 3.2 There is no limit on the number of referred person referrals that you can make. However, any referral must be in connection with a job vacancy.
- 3.3 St Mary's University would not normally look to use the scheme to employ relatives or partners in the same service/department as the referee or where the referee has management responsibility over the other. Any relationship should be clearly stated especially where there is a difference in surname.
- 3.4 The employee referral scheme does not enable referred persons to bypass normal recruitment procedures.

- 3.5 Only one introduction bonus will be paid for each referred person recruited. If more than one employee refers the same successful job applicant, the introduction bonus will be paid to the employee whose referral application is received first.
- 3.6 Any disputes regarding the referral scheme or payment of the referral bonus should be made to the Director of HR and their decision will be final.
- 3.7 Subsequent referrals will be paid at the same referral fee rate of £250 (subject to clause 2.1). Earnings for the scheme should not exceed £1,000 per annum.
- 3.8 The referral scheme will be monitored for EDI purposes and any misuse or fraud by the referee or referred person will result in disciplinary proceedings.

4. Procedure

- 4.1 When applying for the specific job vacancy, the referred person should make this clear on the online application form in the appropriate space.
- 4.2 All referral applications made under the employee referral scheme will be treated in the strictest confidence. The recruitment and selection process is also confidential and therefore the referrer will not be given any information about the progress of the referred person's application.)
- 4.3 The referrer will be advised, by HR, of the amount of introduction bonus due and the date it will be paid if the referred person successfully starts at St Mary's University. The payment date is the next available payroll date after the referred person's start date. The payment will be subject to normal tax and national insurance deductions.
- 4.4 The scheme will be costed to the Recruiting Manager's staffing budget.
- 4.5 All introduction bonuses are paid in the same way as salary using our payroll system. An introduction bonus will not, however, be payable in any of the following circumstances:
 - the referred person has previously been employed by the University within the past year.
 - the referred person has previously been employed by the University and was subject to formal University proceedings.
 - the referred person applied for the same job independently (before the referral was made), or was referred first by an employment agency or business.
 - the referred person does not start.
 - the referee is no longer in the employment of the University on the date that the introduction bonus is due to be paid.

- **Date Written:** November 2022
- **Author:** HR Department
- **Version number:** 1

- **Person responsible: Lisa Bath, Head of HR Operations**
- **Effective from: 10/11/2022**
- **Review date: 09/11/2024**