

XAVIER UNIVERSITY Employee Referral Program

Effective: January 1, 2023

Responsible University Office: Human Resources

The Employee Referral Program (ERP) is to reward Xavier University employees that attract and retain highly qualified external candidates. All full-time positions are eligible unless otherwise determined by Senior Leadership Council.

GUIDELINES

1. Both the referring employee and the referred employee must be actively employed and be in good standing for the referring employee to receive payment.
2. Upon confirmation of eligibility the referring employee will receive a payment of \$1,000 after the referred applicant completes one year of service.
3. The employee referral payment is considered taxable income.
4. Eligible employees may receive more than one employee referral payment for different positions per fiscal year if the referrals are hired and meet the program requirements.
5. The employee referral payment will not be split between multiple employees.
6. All employee referral payments must be approved by Human Resources before communicating the payment details to the employee.
7. The following individuals are not eligible for the employee referral payment:
 - a. SLC members and any supervisor of the vacant position
 - b. Human Resources staff
 - c. Search committee members and any employee involved in influencing the hiring decision
 - d. Immediate family members (parents, siblings, spouse, and children) of the new employee, regardless of their role at Xavier

PROCEDURES

1. The ERP is administered by the HR and Payroll offices.
2. The ERP is a one-time payment that is paid through direct deposit within 30 days after the referred employee completes one year of service.
3. The ERP only applies to people hired from outside the university after a referral from a current faculty or staff member.
4. The referred applicant must:
 - a. Submit an employment application via SilkRoad
 - b. Identify the referring employee on the job application when applying for the position
 - c. Not be a current University employee