



Employee referral bonus scheme (NC/C)

Policy statement

The University has a successful track record in the recruitment of new employees. The majority of new employees are recruited via direct methods and not normally via recruitment agencies. However, the job market has become a challenging place for employers to recruit, with multiple vacancies available to job seekers.

To support recruiting in these competitive times, the University operates an employee referral bonus scheme (“the Scheme”). The Scheme enables existing employees to receive an introduction bonus where they introduce a friend, family member, or other personal contact (“the referred person”) as a job applicant*, and the referred person is then subsequently recruited and employed as a result of that introduction.

*The Scheme only applies to job roles/vacancies which attract full employment (employee) status, regardless of whether they are part time, full time, permanent or fixed term. For the avoidance of doubt, the Scheme does not apply to any Associate Lecturer job roles/vacancies including Marker, Module Tutor, Module Leader, or any other roles which only attract worker status.

This policy is non-contractual.

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Introduction bonus

Where you introduce the referred person for prospective employment and having gone through the recruitment process, they are offered employment which they accept, you will be entitled to receive an introduction bonus of £500.

This bonus will be paid in two instalments of £250: one when the new employee starts employment and the other when they successfully complete their probationary period, or any extended probationary period. Bonus payments will be subject to tax and National Insurance deductions.

The bonus will remain at the value of £500, regardless of whether the role is full or part time. However, the bonus will be pro rata if the job role is fixed term, where the length of the contract is less than 12 months.

There is no limit on the number of referrals that any existing employee can make. However, any referral must be in connection with an advertised job vacancy.

How the referral works

When applying for the job vacancy, the referred person should clearly state your name as the referring employee within their job application.

You are responsible for talking to the referred person about this policy and the Scheme. Omission of the above information within the referred person's job application, will mean that the University cannot pay the introduction bonus to you.

Please note, retrospective referral applications will not be accepted.

For the avoidance of doubt, the Scheme does not enable referred persons to bypass normal recruitment procedures. The recruitment process will continue in the normal way and only the most suitable person for the job in terms of relevant qualifications, experience, skills and abilities, will ultimately be selected. This may mean that the job is offered to someone other than the referred person.

Progress of referral applications

The recruitment and selection process is confidential and therefore you will not be given any information about the progress of the referred person's job application, until the outcome is known.

Job offers and bonus payment

Where the job is offered to the referred person and they accept that offer of employment, you will be notified. Once the referred person

commences employment, you will be advised when the two instalments of the introduction bonus will be paid.

Normally, the first instalment will be paid in the month when the new employee enters the payroll system. Assuming the employee then successfully completes their probationary period, or any extended probationary period, the second instalment will be paid in the next available payroll, following the completion date.

All introduction bonuses are paid in the same way as salary and as mentioned, will be subject to deductions for income tax and National Insurance contributions. Bonuses will not attract employer or employee pension contributions.

Only one introduction bonus (in two instalments) 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.

When a bonus will not be payable

An introduction bonus will not be payable in any of the following circumstances:

- The referred person has previously been employed by the University (at any time, in any capacity)
- The referred person was a candidate from a previous recruitment round and this is where the candidate and referrer were first introduced
- The referred person applied for the same job independently, or was referred first by an employment agency or business
- The referred person declines the offer of employment from the University, or does not commence employment after accepting an offer

- The referred person resigns either during or at the end of their probationary period (or either during or at the end of any extended probationary period) – in this case the second instalment of the bonus payment will not be payable
- The referred person is dismissed by the University for whatever reason either during or at the end of their probationary period (or either during or at the end of any extended probationary period) – in this case the second instalment of the bonus payment will not be payable
- You are serving notice either by resignation or dismissal on the date that either instalment of the introduction bonus is due to be paid
- You are no longer in the employment of the University on the date that the introduction bonus is due to be paid
- You are a manager or employee involved in the relevant recruitment process for the job.

Please refer to Appendix A for some examples of when the bonus will and will not be payable.

Scheme availability

The University reserves the right to amend or withdraw the Scheme, according to business and market conditions.

Appendix A

Not payable	A previous candidate is referred to a new vacancy	The introduction bonus will not be payable if you refer a candidate you initially met in another recruitment process. For example, if you are a hiring manager and interview a candidate for one recruitment round and they are unsuccessful, but invite them back to apply for another role which you feel may suit their skillset. This candidate was not initially referred to the University, so the introduction bonus will not be payable.
Not payable	A previous employee returns to the University	If you invite a previous employee to apply for a new vacancy and they are appointed, the introduction bonus will not be payable. The employee was not initially referred to the University.
Not payable	A candidate tells us they were referred after they have submitted their application	You must ensure the referred person lists your name in their original application; we include a recruitment question which asks them to tell us where they initially heard about the vacancy and to list the name of their referrer if applicable. If they do not state they were referred here, then claim this later in the recruitment process, the introduction bonus will not be payable as this is a retrospective referral.
Payable	A candidate has previously applied to the University but was unsuccessful	If the referred person has previously made an application to the University under the scheme but was unsuccessful, then submit another application under the Referral scheme and are appointed, the introduction bonus will be payable. The referred person must have listed your name in both applications.