CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

Study Session Worksheet

Presentation Date: September 20, 2011   Time: 2:30 pm Length: 15 minutes

Presentation Title: Employee Referral Reward Program

Department: Department of Employee Services

Presenters: Nancy Drury, Employee Services Director

POLICY QUESTION   Should the Department of Employee Services implement Employee Referral Reward Program?

ISSUE & BACKGROUND   The Department of Employee Services has developed a pilot program for a employee referral reward ($100) as a new recruitment tool. This employee referral reward was developed to address "difficult to fill" clinic positions within the H3S Department and at their new Sunnyside clinic. For instance, we have thirteen openings for bilingual medical assistants and at this time, only have thirteen applicants passing the initial screening. We have reopened the Nursing Supervisor for the new clinic due to a lack of qualified applicants.

H3S Department "difficult to fill" positions have been identified in the Employee Referral Reward Program (Pilot) document (see attachment). The H3S Director and her department management are supportive of this new recruitment tool. This compensation strategy will give us another tool to recruit potential candidates using our existing network of employees.   Maximum cost for implementing the pilot program for H3S Department is $3300 for the identified classifications/positions.

QUESTION(S) PRESENTED FOR CONSIDERATION

1.   Should Employee Services Department be allowed to offer an Employee Referral Reward Program to aid in filling specific "difficult to fill" positions?

2.   Should H3S Department be allowed to offer an Employee Referral Reward Program to aid in filling "difficult to fill" positions as identified in the attached draft Employee Referral Reward Program (Pilot) document?

OPTIONS AVAILABLE

1.   Allow the Employee Referral Reward Program to be approved as a pilot program. This compensation strategy will provide another tool to use in filling identified "difficult to fill" positions.

2.   Do not approve the compensation strategy of an employee referral reward. Current compensation strategies remain unchanged.

RECOMMENDATIONS

1. Allow the Employee Referral Reward Program to be approved as a pilot program. This compensation strategy will provide another tool to use in filling identified "difficult to fill" positions.

2. Allow the identified positions within H3S Department to be approved for reward program.

SCHEDULE FOR STUDY SESSION

Department Director/Head Approval _____
County Administrator Approval _____

For information on this issue or copies of attachments, please contact Danielle Misché @ 503.655.8252 or Heather Pedersen @ 503.742.5484

Attachment:
* Employee Referral Reward Program (Pilot) document