

# Employee Referral Scheme

(TCE052 FEB18)

# Employee Referral Scheme



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# Employee Referral Scheme



## 1. Purpose

In order to meet our current and future business needs, we need to attract and recruit the best talent possible who share our core values and aspirations. With this in mind, The Crown Estate supports and promotes the concept of employee referrals and believes it is important to reward current employees for helping us to drive a high performing, successful environment.

## 2. Scope

For the purposes of this scheme, The Crown Estate will be referred to as “the Business”.

Employees who have successfully completed their probationary period (except the HR/ Recruitment team, Members of the Board of Directors, and ExCo) are eligible to refer candidates for permanent or fixed-term contract of 12 months or more. The payment of referral fees specifically excludes the referral of any temporary staff, interns and apprentices.

## 3. Executive Summary

In line with our values we would like to encourage employees to refer good candidates who have the right skills and values to be a great addition to our business.

All employees (as defined above) are entitled to refer a suitable candidate for positions that are open within the business.

The business will pay an introductory bonus to any employee who introduces a candidate who is subsequently employed by the business as a result of that introduction, provided the below eligibility criteria are satisfied.

All queries relating to this scheme should be directed to the relevant business unit’s HR department.

## 4. Procedure

### 1.1. Procedure for the referral of permanent and fixed-term roles

- All permanent employees and fixed term employees of the business are entitled to refer suitable candidates for positions that are open within the business.
- Only one introductory bonus will be paid for each new referred candidate hired
- In the case of multiple referrals of the same candidate, we will proceed on a first referred by basis
- There is no limit on the number of referrals that an employee can make, however, any referral must be in connection with a specific advertised vacancy
- Payment will be made when the referred candidate has successfully passed their probation and received a ‘Confirmation in Post’ letter
- Payment will be made in the next payroll following ‘Confirmation in Post’ of the referred candidate. The payment shall be subject to deductions for tax and NI

- Payment will be reduced on a relevant percentage amount where the new referred candidate is recruited on a fixed-term basis
- If the referred candidate is working on a fixed-term basis, payment will be made after they have successfully completed their first 3 months' probation period and/or the referred candidate is meeting or exceeding the expected levels of performance – this will be confirmed by the line manager, HR Advisor (HRA) or HR Business Partner (HRBP)
- The business is under no obligation to shortlist or interview referred candidates
- Feedback on the success of an application referred via the scheme will only ever be disclosed to the applying party and never the referrer
- Continuation of the scheme and variation of any element of it is at the sole discretion of the business
- This scheme does not form part of your contract of employment or otherwise have any contractual effect

## 1.2. Eligibility to receive introductory bonus for the referral of permanent and fixed-term roles

- The referred candidate must not already be known to the business or be in a process for another opportunity within the business
- The referred candidate must be recruited within 1 year of the date that the referral application is received
- The referred candidate must not have been previously employed by the business within the last 2 years
- The referrer is not entitled to receive payment if they are at ExCo level, are a member of the Board of Directors, are part of the recruitment process (incl. HR Team), in a position to influence the process, or have authority to approve the probation process. (They may remove themselves from the process if there is the option)

## 1.3. Application Process

For permanent and fixed-term roles, candidates should apply via the online applicant tracking system for the vacancy in question, attaching their CV and clearly stating the name of the referring employee. For details of all our vacancies, please go to the Recruitment page on i-site <https://i-site.thecrownestate.co.uk/departments/HR/recruitment/Pages/default.aspx>

It is important that the referrer is mentioned as such in the initial correspondence from the referred candidate. Please note that retrospective recruitment referral applications will not be accepted.

HR will notify successful referrers only of the outcome of the application at the end of the recruitment process and when a decision has been made and accepted.

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## 1.4. Payment Process

	<b>The referred candidate is an Employee (permanent or fixed-term)</b>
<b>Referrer is an Employee or Fixed-term employee</b>	Via payroll following successful completion of the probationary period – as per The Crown Estate schedule of payments

## 1.5. Schedule of Payments

	<b>Job level of referred candidate</b>	<b>Payment</b>
1&2	Admin	£750
3	Admin Technical	£750
4	Manager	£1,000
5	Senior Manager	£1,000
6	Business Delivery Manager	£1,500
6a	Business Delivery Manager 2	£1,500
7	Director	£1,500

- Any payments made will be subject to normal deductions for tax and National Insurance.
- Any payments made will not be pensionable.

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## 2. Document Control


### Document History:

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1.0	08FEB18	First Version	HR	C Folan

### Document Review:

Version	Date	Amendment	Author	Reviewer
1.0	JUL18	Final review	C Folan	G Stokes

### Document Approval:

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