



**DEPARTMENT OF PERSONNEL
ADMINISTRATIVE REGULATION NO. 118**

RECRUITMENT INCENTIVE PROGRAM

Effective: September 30, 2019

The Department of Personnel has established a Recruitment Incentive Program to allow City employees an opportunity to promote the City Service and assist the Department of Personnel's recruitment efforts to fill designated, full-time positions. This administrative regulation outlines procedures of the Recruitment Incentive Program and incorporates it into the Department of Personnel's recruitment and selection program.

I. GENERAL GUIDELINES

- A. Only employees who are in permanent full-time civil service positions are eligible to receive the recruitment incentive for the referral of a person who is appointed to a designated full-time position. Appendix A contains the currently designated positions.
- B. The Director of Personnel shall determine the positions for which this incentive is available and will identify the positions in the Department of Personnel's Employment Opportunities list. In general, these positions will be limited to full-time, difficult-to-fill positions.
- C. If funds are available, the recruitment incentive will be paid by the Department/Division which appoints the individual referred.
- D. The incentive shall be in the amount of five hundred dollars (\$500.00). It will be awarded to the employee responsible for the referral after the referred employee has been appointed and successfully completed his/her working test period [normally six (6) to eleven (11) months]; or in the case of the Police Officer (Trainee) job classification, after the referred employee has successfully completed his/her Police Academy training. If the referred employee does not successfully complete the working test period or Police Academy training, the incentive will not be awarded.
- E. Only one employee per applicant may receive this incentive. If multiple employees are listed on the application, only the first employee listed shall receive the incentive.

- F. The person referred must identify the City employee responsible for the referral by listing the name and department of that employee on the official Department of Personnel job application form at the time of filing the application. A name cannot be added to an application at a later date.

II. RESTRICTIONS

- A. In order to safeguard merit principles and ensure there are no conflicts of interest in selection procedures the following individuals are not eligible for the Recruitment Incentive Program:
- Department of Personnel employees;
 - Individuals who assist the Department of Personnel in the evaluation of candidates for a job class;
 - Appointing Authorities or persons delegated by the hiring authority to make the final selection for the targeted position;
 - Persons elected to office; or
 - Any other employee who is assigned to duties that include recruiting officers or employees for the City of St. Louis.
- B. Any City employee found attempting to falsify, misrepresent, defraud or deceive on matters pertaining to the Recruitment Incentive Program will be subject to disciplinary action up to and including dismissal. Further, applicants found responsible for fraud or deception may be eliminated from the exam.

Any questions regarding this administrative regulation should be referred to the Recruitment and Examination Section of the Department of Personnel at 622-4308.

DEPARTMENT OF PERSONNEL

Richard R. Frank
Director of Personnel

APPENDIX A

Current classifications approved by the Director of Personnel for the Recruitment Incentive Program:

<u>Class Title</u>	<u>Code</u>	<u>Grade/ Schedule</u>	<u>OVTM Code</u>
• Airfield Maintenance Worker	3324	12G	3
• Electrician	3223	36T	3
• Fleet Maintenance Technician III	3263	37T	3
• Police Officer (Trainee)	2512	11G	3
• Stationary Engineer	3423	36T	3