

112 Hiring and Referral Bonus*Effective Date: 05/20/2024***Hiring Bonus – Hard to Fill Positions:**

Hiring Bonuses of \$1,000 will be paid to new full-time Cass County employees hired into hard to fill positions who meet certain requirements. New employees eligible for the hiring bonus will have successfully completed six months employment in the hard to fill position. The position will be considered “hard to fill” if the position was advertised and vacant for at least 90 days. If a job offer is made and accepted during the 90 days, the position will not be considered “hard to fill.” Current employees promoted into a hard to fill position are not eligible to receive this bonus. Individuals who successfully complete internships in County departments and are hired into hard to fill positions at the conclusion of the internship are eligible to receive a hiring bonus.

Referral Bonus for Current Employees:

Referral bonuses of \$500 will be paid to current full-time Cass County employees who refer new employees to full-time Cass County employment. Referral Bonuses will only be paid after the new employee has successfully completed six months of employment.

A current employee is only eligible to receive a Referral Bonus if the new employee lists the referring employee on their initial employment application submitted to Cass County Human Resources. Department Heads are not eligible to receive a referral bonus related to a position within their department. Referral bonuses will not be paid related to interns hired into a full-time county position.

To qualify for a referral bonus, both employees must remain employed with Cass County at the time the bonus is paid. Both employees must be in good standing with no excessive absenteeism and no performance issues. A former Cass County employee returning to Cass County employment cannot be referred by a current employee for purposes of a referral bonus.

Eligible hiring and referral bonuses will be paid related to employment applications received after January 1, 2022.