

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Referral Bonus

Number: 8.002.06

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Department of
Responsibility: Human Resources

Authorization:

President

Date Approved: August 18, 2026

Last Revised: _____

Last Reviewed: _____

DISCLAIMER

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE. THE COLLEGE RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

Purpose

The Appropriations Act authorizes state agencies to use state, federal, and other available funding sources to provide lump-sum bonuses to assist with recruiting and retaining employees in designated critical-need positions.

Orangeburg-Calhoun Technical College (OCtech) may offer referral bonuses to encourage current employees to assist in recruiting qualified candidates for positions identified as critical need or hard to fill.

I. Position Eligibility

When requesting to fill an FT, FTE position, the hiring manager may request referral bonus eligibility by selecting the Referral Bonus box on the Requisition to Post.

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The President or designee will review each request using objective recruitment and retention data, including, but not limited to:

- Vacancy history;
- Average time to fill;
- Availability of qualified applicants;
- Employee turnover; and
- Other documented recruitment or retention challenges.

If approved, Human Resources will designate the position as Referral Bonus Eligible and include the designation in the position posting.

II. Employee Eligibility

Current OCtech employees may receive a referral bonus for referring a successful candidate hired into a Referral Bonus Eligible position.

The following employees are not eligible to receive a referral bonus:

- Human Resources employees;
- The hiring manager;
- Hiring committee members; and
- Any employee directly involved in the hiring decision.

A referred candidate is not eligible if the individual:

- Is currently employed by OCtech in any capacity, including temporary, temporary grant, research grant, time-limited project, or contract employment; or
- Is transferring, promoting, or demoting from another South Carolina state agency.

If more than one employee refers the same candidate, only the first referral documented by Human Resources will be considered eligible.

III. Referral Process

Employees wishing to refer a candidate must submit an Employee Referral Form located on SharePoint to Human Resources before an offer of employment is extended.

During the recruitment process, Human Resources will verify whether the applicant was referred by a current employee and document the referral in the recruitment file.

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Referrals submitted after an offer of employment has been extended are not eligible for a referral bonus.

Human Resources will maintain all Referral Bonus Position Requests, Employee Referral Forms, and Referral Bonus Payment Authorization Forms in accordance with the College's records retention schedule.

IV. Referral Bonus Payment

Employees who refer a candidate successfully hired into a Referral Bonus Eligible position may receive a referral bonus of \$1,000, payable in the following installments:

- One (1) month of employment-\$250
- Six (6) months of employment-\$250
- One (1) year of employment-\$500

Prior to each payment, Human Resources will verify that:

- The referred employee remains actively employed;
- The referring employee remains actively employed;
- Funding remains available; and
- All required approvals have been obtained.

Both the referred and referring employees must remain actively employed at each payment milestone to receive the applicable installment.

If either employee separates from employment before the one year anniversary, any remaining unpaid installment(s) will be forfeited.

Referral bonuses are paid through payroll and are subject to applicable federal and state tax withholdings.

V. Administration

Referral bonuses must be approved by the President or designee and shall not exceed the bonus limitations established by the South Carolina General Assembly and the South Carolina Department of Administration, Division of State Human Resources.

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Referral bonuses:

- Are lump-sum payments;
- Are not part of an employee's base salary;
- Are not considered earnable compensation for retirement purposes; and
- Are contingent upon the availability of funding.

The College reserves the right to modify, suspend, or discontinue the Referral Bonus Program at any time due to funding availability, operational needs, or changes in applicable laws, regulations, or State Human Resources guidance.

VI. Responsibilities

Human Resources is responsible for:

- Reviewing referral bonus eligibility requests;
- Maintaining referral documentation;
- Verifying employee eligibility;
- Coordinating approvals;
- Processing referral bonus payments;
- Maintaining program records in accordance with the College's records retention schedule; and
- Administering the Referral Bonus Program.

Hiring managers are responsible for:

- Requesting referral bonus eligibility when appropriate;
- Providing justification for designation as a critical need or hard-to-fill position; and
- Coordinating with Human Resources throughout the recruitment process.

Employees participating in the Referral Bonus Program are responsible for:

- Submitting referral documentation before an employment offer is extended;
- Providing accurate referral information; and
- Complying with the requirements of this procedure.