



**STATE OF INDIANA
Department of Correction**

Indiana Government Center—South

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Eric J. Holcomb
Governor

Robert E. Carter Jr.
Commissioner

July 18, 2019

EXECUTIVE DIRECTIVE # 19-52

The purpose of this Executive Directive is to reward and recognize employees of the Department who promote the benefits of employment with the Department and refer potential new employees to fill open positions. This Executive Directive is effective immediately. Executive Directive # 17-34 is rescinded, effective immediately.

This Executive Directive is applicable to all Department employees, with the exception of the Commissioner, Deputy Commissioner(s), Human Resources personnel, Recruitment and Retention personnel and Majors and Captains of facilities. Current eligible referral bonus positions are Custody and Maintenance positions at both adult and Division of Youth Services facilities.

It is the policy of the Department to reward a lump-sum bonus payment of two hundred fifty dollars (\$250.00) to a referring employee as a result of a referral, subject to the following:

1. The referral bonus is a one-time, lump-sum payment of two hundred fifty dollars (\$250.00) which is not part of an employee's base salary.
2. Upon hire of the referred applicant, the referral bonus payment process will commence; and,
3. Referred applicants cannot be current employees of the Department or Contract Employees in any capacity.

The program shall be administered in the following manner:

1. Referring employees must complete and submit a Referral Form to facility Human Resources staff.
2. The referring employee and the applicant referred must both be employed by the Department when any referral bonus is paid.
3. Referring employees must limit solicitation to after-hours done only among friends, relatives, neighbors and acquaintances as part of the employee's social affairs.

4. Any disputes arising from the application of this program shall be the responsibility of the Department's Division management to resolve. Referral bonuses are awarded at the discretion of Division management with the respective Deputy Commissioner having final approval authority.
5. The Department's Human Resources Director shall monitor the use of the Employee Referral Program and shall report on the use of the program to Department leadership and Human Resources staff.

Please ensure that all appropriate staff members are made aware of, and have access to, this Executive Directive and accompanying documents.

If there are any questions regarding this Executive Directive, please contact the Director of Human Resources at 317-233-5232.

signature on file

Robert E. Carter, Jr.

Commissioner