

Exhibit A

Employee Referral Award Program

What is the Kern County Employee Referral Award Program?

The Employee Referral Award Program (ERAP) rewards employees \$3,000 for referring future full-time employees for hard to fill vacancies as determined by the Chief Human Resources Officer or their designee.

Who is eligible to participate?

All active Kern County employees (permanent and temporary) are eligible to participate in the ERAP.

Exceptions:

- Members of the Board of Supervisors and their staff.
- Employees who are family members of the referral.
- Employees within the line of supervision of the position to be filled.
- Employees in the Human Resources Division and affected department (i.e., department Human Resources, hiring managers, etc.) involved in the hiring process.

How to submit a referral?

To make a referral complete the ERAP Referral Form found on CountyNet and submit the ERAP Referral Form to Human Resources via email at HR@kerncounty.com or drop the form off in person at 1115 Truxtun Ave., 1st Floor, Bakersfield CA 93301. All ERAP Referral Forms must be submitted at the time of, or prior to, the referral's application submission to be eligible for the referral award.

How are the awards distributed?

- The award will be distributed within one month of the referral's completion of their probationary period, or after one year in the case where there is no probationary period.
- Award distribution may be delayed if your referral takes a leave of absence or has an adjusted date of hire.
- Both you and your referral must be on active County payroll at the time of award distribution. You will not receive the award if you or your referral resigns, is terminated from employment, or transfers/promotes to a non-eligible ERAP classification before the distribution of the award is made.
- All state, federal, and/or applicable payroll taxes will be deducted from the award.

How often can I participate?

There is no limit on the number of referrals an employee can submit or the number of awards you can receive for referring applicants to ERAP eligible positions/classifications. However, only one award will be made per applicant.

Who can I contact for further information?

Please call Kern County Human Resources at (661) 868-3480 or email HR@kerncounty.com.