



# WEST VANCOUVER POLICE DEPARTMENT

## Operational Policy

### AB0025: Employee Referral

#### 1.0 PURPOSE

- 1.1 The purpose of this policy is to establish eligibility guidelines and incentives for Department Employees who introduce and recommend prospective applicants for employment with the Department.

#### 2.0 DEFINITIONS

- 2.1 For the purposes of this policy, the following definitions will apply:

“Code 18 – Special Leave” means Administrative Leave as compensation for an employee referral, to be taken as time off only.

“Department” means the West Vancouver Police Department.

“Employee” means any Employee of the Board.

“Employee Referral Form” is defined as a form used to provide a referral and recommendation of a prospective employee applicant to the Department Human Resources Division. The form will include the Employee’s knowledge of the personal traits and abilities of the applicant which leads the Employee to believe the applicant should be considered for employment. The form will also include specific reasons why the applicant would be suitable for employment with the Department.

“Exempt Police Applicant” is defined as a municipal constable or prospective municipal constable, with previous police experience which may have gained them knowledge and skills at least equivalent to that of the peace officers basic training program (i.e. JIBC Police Recruit Training) as outlined in Subsections 7 & 8 of the “Police Act – Rules Regarding Training, Certification and Registration of Municipal Constables appointed under Section 26 of the Police Act”.

“Experienced” means previously or currently employed in the position applied for.

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“Introduce” is defined as personally encouraging a prospective applicant, who is well known to the Employee, to pursue employment with the Department, and making a substantial contribution to exposing an applicant to the Department for the purpose of gaining employment.

“Member” means a sworn peace officer employed at the Department.

“Prospective Civilian Employee” is defined as a new applicant to a Department full-time civilian (non-sworn) position.

“Prospective Police Recruit” is defined as a new police applicant to the Department.

## **3.0 POLICY**

- 3.1 The Department values the efforts of permanent full-time and part-time Employees who assist in the successful recruitment of new Employees by introducing and recommending them to the Department’s application process. In addition, the Department is committed to recognizing the efforts of the Employees involved in these referrals.
- 3.2 This policy does not apply to Employees involved in the recruitment or selection process of a prospective applicant.
- 3.3 The HR Director may approve recognition of an Employee referral as follows:
  - a) for an exempt police applicant successfully hired, up to 40 hours of Code 18 – Special Leave;
  - b) for a recruit police applicant successfully hired, up to 20 hours of “Code 18 – Special Leave;
  - c) for a full-time experienced civilian Employee successfully hired, up to 35 hours of Code 18 – Special Leave; and
  - d) for a full-time inexperienced civilian Employee successfully hired, up to 17 hours of Code 18 – Special Leave.

## **4.0 PROCEDURES**

- 4.1 Employees aware of potential applicants who are suitable for employment with the Department, and for whom they can provide a recommendation based on their knowledge of the person, should identify the potential applicant and submit an “Employee Referral Form” (attached) to the Recruiting and Staff Development

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Sergeant prior to the applicant starting the background process. Forms submitted after the start of the background process will not be accepted.

- 4.2 Employee referral recognition is available to only one referring Employee per applicant. In cases where more than one Employee Referral Form is received for an applicant, the HR Director or Recruiting and Staff Development Sergeant will determine the Employee most eligible for Employee referral recognition.
- 4.3 In all cases when an Employee Referral Form is submitted and attached to the applicant file and the applicant is successfully hired and completes their probationary period, the Employee Referral Form will be processed.
- 4.4 Any “Code 18 – Special Leave” approved under this policy must be taken in the calendar year in which it is awarded. In the event compensation is awarded near the end of the calendar year, an exception may be considered.

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