



Refer a Friend Scheme

Pilot Scheme T&Cs

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Document Control Sheet

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1. Introduction

Under a temporary one-year pilot scheme for specific posts within Orkney Health and Care's Social Care and Community Care sections, this document sets out the terms and conditions associated with the use of the Refer a Friend scheme by outlining the eligibility criteria, incentive details, and the obligations of both the Council and the eligible participating employees.

The Refer a Friend scheme is an initiative to encourage existing employees of the Council to recommend suitable candidates, such as a family member, friend or previous colleague, to apply for one of the qualifying positions as outlined in the below section. Upon a successful referral being made by a referrer whereby the referred person starts in a qualifying post and remains in post for three months, the referrer will receive a payment of £750 gross. A referrer can be any existing employee of the Council and can receive a maximum of three referral payments provided the eligibility criteria is met. Payments are not given on a pro-rata basis.

You are invited to read through this document to understand how the "Refer a Friend" Pilot scheme may benefit you as an existing employee of the Council.

This document forms a temporary part of the agreed terms and conditions of employment for employees appointed to in scope qualifying post during a period in which agreement to operate Refer a Friend has been approved.

2. Scope

The Refer a Friend pilot scheme and relevant supporting procedures and guidance will apply to existing employees of the Council who successfully refer individual(s) who subsequently join and remains in one of the below qualifying posts for a minimum of three months within Orkney Island's Council's Social Care and Community Care Sections:

1. Care at Home Assistants
2. Care Organisers
3. Mobile Community Responders
4. Social Care Assistants (In Adult Residential Units and Supported Living Accommodation)

The Refer a Friend pilot scheme will apply to these qualifying posts provided these posts are permanent, or of a temporary duration lasting no less than 12 months contractually. Refer a Friend payments will also not apply to posts which have weekly contracted hours of less than 14 hours, including casual/supply/relief work.

This pilot scheme will be effective from the week commencing Monday 17th June 2024, until Sunday 22nd June 2025 and eligibility to Refer-a-Friend payments will only be granted to those who meet the requirements under the terms and conditions of this document within this period.

3. Eligibility

Individuals will be eligible to receive the refer a friend payment subject to the following criteria as a part of this pilot scheme:

1. The referrer must be directly employed by Orkney Islands Council and will be considered as such, provided they are classed as working within one of the following groups of employees:
 - Scottish Joint Negotiating Council for Chief Officials (Chief Executive, Corporate Directors, and Heads of Service)
 - Scottish Joint Council for Local Government Employees (SJC) which includes relief/casual staff
 - Scottish Negotiating Committee for Teachers (SNCT) Teachers and other Education Professionals
 - UHI Orkney Academic Staff employed by Orkney Islands Council under National Joint Negotiating Committee for Scottish College
 - Orkney Ferries Limited shore-based staff, employed by Orkney Islands Council

The following groups are not eligible for this scheme:

- Anyone else who is not employed within one of the categories outlined in part 1 above.
 - The Project Team involved in creating this incentive and the Council's Chief Officers.
 - Members of staff who are directly involved in the recruitment process, such as the recruiting manager, and anyone involved in the shortlisting / interview process.
2. Any employees involved or impacted by the operation of this scheme are required to observe and follow the Council's Code of Conduct in respect of declaring any conflicts of interest.
 3. The referrer must refer someone to apply for one of the qualifying posts outlined in part 2 above, and the role must also have been advertised as being eligible for the Refer a Friend scheme.
 4. The person who they referred, who is successfully appointed into one of the qualifying posts, must have confirmed through their application for their qualifying post, who their referrer was.
 5. A referrer can successfully receive up to a maximum of three Refer a Friend payments in total during the pilot scheme, although this does not mean that they cannot continue to refer people; just that they would not receive more than their entitlement to a maximum of three Refer a Friend payments.

4. Payment

1. As part of the job application form, applicants are asked to confirm who they were referred by. It will not be possible to make a referral payment if the applicant has not confirmed that they were referred on their application form.
2. There can only be one refer a friend payment made in relation to each advertised post/vacancy.
3. A Refer a Friend payment of £750 gross can be claimed by the referrer via the Refer a Friend Claim Form (Appendix 1) provided their referred applicant has joined and remains employed in a qualifying post for a minimum of three months.
4. The manager of the applicant who has been referred will also be required to confirm and declare whether a referral payment can be made (Appendix 1), before submitting confirmation of that (Appendix 1) to payroll.
5. Payroll will make payment of the £750 in your next pay run, less necessary deduction of tax and national insurance.
6. Payment given will not constitute a pensionable earning and will not be consolidated into salary.
7. If the authorised form (Appendix 1) is not received before the payroll deadline of the month in which it is submitted, payment will not be made until the following month upon satisfactory receipt of the form within the next required payroll deadline.
8. Please see Appendix 1 for details of when Payroll Monthly Deadlines fall within 2024/2025.
9. The cost of this payment is paid from the budget of the team/service the successful job applicant is employed by.

5. General Terms

The Council will take disciplinary action under its agreed procedures in all cases where the payment of allowances is abused in any way.

Previous members of council staff can be referred providing there has been a minimum of three months' break in their employment with the council.

In the event of any disputes relating to the scheme, the Head of Health and Community Care's or their Chief Officer's decision is final and there is no right of appeal.

6. Appendices

Appendix 1 - Refer a Friend Claim Form



Refer a Friend Claim

Claim Process

- Where the friend that you referred has completed a minimum of 3 months in their post, you can claim the £750 refer a friend payment.
- Complete this claim form and then send it to the manager of your referred friend.
- Provided the terms and conditions of the Refer a Friend scheme are met, the manager of the friend you referred will approve the claim form and then send it on to Payroll cc'd to HR Support.
- Payroll will make payment of the £750, less necessary deduction of tax and national insurance in your next pay run.
- The Refer a Friend payment will not be consolidated into salary.
- If the authorised form is not received before the payroll deadline of the month in which they are submitted, payment will not be made until the following month upon satisfactory receipt of the forms within the next required payroll deadline.
- Payroll Deadline Dates for 2024/25 are included on the next page.

Payroll Deadline Dates 2024/25

General Council Payroll (15th of month)	
Pay Month	Deadline 1pm on
April	29 March
May	30 April
June	31 May
July	1 July
August	31 July
September	30 August
October	1 October
November	1 November
December	29 November
January	3 January
February	31 January
March	3 March

Claim Form is over the page.

Refer a Friend Claim and Payment Authorisation

Section 1: Personal Details (Referrer)			
Your Name			
Employee Number		NI Number	
Home Address			
Contact Number			

Section 2: Who Did You Refer?	
Their Name	
Job title	
Work Location	
Their Manager	
When did they Start?	

Employee Declaration (Referrer)

I have read and understood the terms and conditions relating to the 'Refer a Friend' payment and wish to claim payment. I also accept that this agreement forms part of my contract of employment.

Employee Signature: _____ **Date:** _____
 (must be signed)

Please now forward to your manager for approval.

Manager Declaration

The referrer in section 1 is still currently employed	Yes / No
The employee detailed in section 2 stated on their application that they were referred by employee in section 1.	Yes / No
The employee named in section 2 has completed 3 months service in this post.	Yes / No
The employee named in section 2 has not resigned and is not likely to be leaving employment in this post.	Yes / No
I authorise payment of the £750 refer a friend payment	Yes / No
Budget Cost Centre for Payment	

Manager Signature: _____ **Date:** _____
 (must be signed)

**Please now forward this completed form to Payroll
 and with a copy on employee personnel file.**