



ADJC Employee Referral Incentive

Earn up to \$3,000* a year!

How to Participate

1. Identify individuals who will be a good fit to become a Youth Corrections Officer 1.
2. Provide your first and last name to the potential applicant.
3. Have the applicant apply for the YCO position, and schedule a date to interview and test.
4. Have the applicant provide your first and last name to HR on the day of their YCO interview .
5. HR will log and track the applicant's name and referring employee's name.
6. Applicant completes the hiring process, and is hired on as a YCO.
7. Referring employee will receive referral incentive payments at 3 months, 6 months and 12 months as long as both employees are still employed.

Ineligible Employees

- ◆ Covered Employees
- ◆ Current Employee Family Members**
- ◆ Agency Director, Deputy Director, Bureau Administrator, Program Administrator, Human Resources Staff, Interns, Pool Employees, Contract Employees

* Employees may receive up to \$1,000 per referral, with a maximum of \$3,000 each fiscal year.

** Per ADOA, family member is defined as (spouse, natural child, adopted child, foster child, step-child, natural parent, stepparent, adoptive parent, individual who stood "in loco parentis", grandparent, grandchild, brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law, son-in-law, or daughter-in-law)

Employee Length of Service	Referral Incentive Payment Amount
3 Months	\$250
6 Months	\$250
12 Months	\$500

If you have any questions regarding the Referral Incentive, you may submit your questions to HR@azdjc.gov or 602-364-1023.

