



ADOT Filling Vacancies Initiatives

Referral Incentive - Lump sum incentive awarded to an employee¹ who refers a job applicant² to a critical, hard to fill position, or positions that require a rare skill set; who is successfully employed.

Incentive Amount: \$500

Eligible Classifications	Eligibility	Guidelines
• Building Maintenance Specialist • Dispatcher • ECD Officer/Full Authority • Equipment Services Assistant • Equipment Repair Technician • Equipment Repair Technician Intermediate • Equipment Repair Technician Senior • Equipment Repair Technician Advanced • Equipment Repair Technician Supervisor • Equipment Parts Expeditor • Equipment Parts Expeditor Senior • Equipment Parts Expeditor Supervisor • Highway Operations Worker • Highway Operations Technician 1 • Highway Operations Technician 2 • Highway Operations Technician 3 • Signal/Light/Electrical Technician 1 • Signal/Light/Electrical Technician 2 • Transportation Engineering Specialist • Transportation Engineer • Transportation Engineer Manager • Transportation Engineer Senior • CSR 4 - CDL (Unit 3194 & 3192) • Grand Canyon Airport (Unit 2616)³	• Applicants must be applying for Full time positions only. • Applicants must be a new hire to ADOT. Current ADOT employees are not eligible to be an applicant. • The employee referring applicants must be Uncovered or a Full Authority Peace Officer. • Employees referring applicants must have an overall rating of “Meets Expectations” or greater. • Employees referring applicants must have NO formal discipline during the last 6 months of the appraisal cycle or between the end of the appraisal cycle and the payout date. • Employees referring applicants must be identified at the point of application in the Talent Acquisition System. NO after the fact referrals will be honored. • The employee must be employed at ADOT at the time of payment to be eligible for the incentive. • Employees in the “E-Series” are not eligible. • Employees that work within the hiring process are not eligible for the Referral Incentive. Including: ○ Employees that participate at hiring events, job fairs, or other recruitment activities. ○ Employees directly working on the recruitment requisition; Recruiter, Hiring Manager, Interview Panelist, and Field ASO. • Employees are only eligible for 6 Referral Incentives (\$3,000) per fiscal year.	Payment: • Paid after the applicant, now a new employee, has completed 180 days of employment. • Subject to availability of funding. • This is not a contract. Payroll Implications: • Incentives will not be included in calculation of overtime rate. • Does not adjust base pay.

¹ Employees referring applicants: A current employee of ADOT that refers a person to apply for an eligible classification at ADOT.

² Applicant: A person applying to an eligible classification at ADOT

³ All positions advertised with a Primary Duty Post of the Grand Canyon Airport. Current classifications include: Airport Firefighter 1, Airport Firefighter 2, Airport Firefighter Supervisor, Administrative Services Officer 1, Administrative Services Officer 2, Administrative Services Officer 3, Building Maintenance Technician 2, Building Maintenance Specialist, and Program Administrator 3