

Yellowstone County Attorney's Office (YCAO) Attorney Referral Program

YCAO is continually looking for skilled prosecutors and recognizes that its current employees and other Yellowstone County employees are a valuable resource in recruiting talented and experienced professionals to join its ranks.

The Attorney Referral Program will provide a monetary bonus to currently employed Yellowstone County employees who successfully refer qualified attorney candidates to the YCAO for employment.

*** Bonus up to \$5000 ***

Bonus amount per referred attorney candidate:

1. \$1,000 within 30 days of the referred candidate's start date with YCAO;
2. \$1,000 within 30 days of the referred candidate's completion of the six-month probationary period; and,
3. \$1,500 within 30 days of the referred candidate's completion of one year of employment.
4. \$1,500 within 30 days of the referred candidate's completion of two years of employment.

Rules and Guidelines:

1. A written referral form provided by Yellowstone County must be submitted to the County Attorney and Human Resources before a qualified candidate's interview to be considered for a referral bonus. Written forms will be made available at the Human Resource Office or YCAO Office. Hiring of the candidate must occur within three months of receipt of the written referral form.
2. All full-time employees currently employed by Yellowstone County are eligible for the bonus program.
3. Referral bonuses will be awarded on a first-submitted basis of the written referral form.
4. Rehires are eligible as successful referral candidates for this program only if they have been separated from YCAO for at least 18 months.
5. Referrals for part-time attorney positions may result in a prorated award.
6. There is no limit to the number of referral bonuses a Yellowstone County employee may receive.
7. A referring employee must be actively employed by Yellowstone County at the time of payment. Termination of employment by the referring employee before the bonus is fully paid will result in the forfeiture of any remaining unpaid bonus.

8. All referred candidates will be evaluated for employment per Yellowstone County and YCAO hiring practices.
9. Referral bonuses will be processed through the Yellowstone County payroll system. Bonuses will be distributed by payroll and are subject to all legally required tax withholdings and deductions.
10. Any disputes or interpretations related to this referral program will be handled through Human Resources and the County Attorney.
11. The Attorney Referral Program will operate as long as there exists more than one open attorney position. An attorney resignation letter received by the County Attorney or Human Resources may be considered an opening for purposes of the referral program.
12. The Board of County Commissioners may cancel the Attorney Referral Program at their discretion. All referral bonuses associated with the employment of a referred candidate prior to the program's cancellation will be honored in full.