

## Bedell Family YMCA Employee Referral Program Policy



Our **Employee Referral Program Policy** explains important aspects of our employee referral procedures. We place great importance on referrals because we trust our employees know what's best for our organization. We want to reward you for assistance in actively recruiting qualified candidates for employment with the Bedell Family YMCA.

### **Eligibility and Participation**

All Full-Time and Part-Time employees are eligible for referring an applicant. Directors are not eligible for a monetary award for applicants that they have a say in hire.

Applicants are defined as persons not working presently for the organization.

### **Referral Bonus Amount**

To be eligible for a referral bonus, an employee must have their name designated as the employee that referred the applicant on the employment application. No Exceptions.

If you refer an applicant that is hired and goes through the onboarding process and works one day, the award amount will be as follows:

\$100 for Part-time hire

\$250 for Full-time hire

If your referred applicant that is hired works for three months as a part-time employee or six months as a full-time employee another award amount will be paid as follows

\$100 for Part-time hire

\$250 for Full-time hire

Payments will be made through payroll with applicable payroll taxes taken. Employee must be employed at the time for payout to occur. Payments will be made on normal payroll cycles.

The hiring process will be fair and consistent with the organizations policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.

This program will be in effect effective November 1, 2022. This program will be closely reviewed and may be modified, suspended, or terminated at any time.