# Referral Bonuses Draft Policy

**Policy**

Employees are \_\_\_\_\_\_\_\_\_’s best source for identifying qualified individuals to join the organization. Employees know the qualities \_\_\_\_\_\_\_\_ looks for and the skills and personalities that make \_\_\_\_\_\_\_\_ a success.

In appreciation for helping recruit the very best candidates, employees who refer someone who is hired into a full-time position with \_\_\_\_\_\_\_\_ will receive a $500 referral bonus. All employees, except the Executive Team, are eligible to participate in this program. However, employees are not eligible for this incentive if they are recruiting someone who will report directly to them in the course of their normal duties, if the candidate is already employed within \_\_\_\_\_\_\_\_, or if the employee works in Human Resources.

As required by the IRS, \_\_\_\_\_\_\_\_ will report any referral bonus payment to an employee on the employee’s annual W-2 form.

**Procedures**

Fifty percent of the referral bonus will be paid at the time the new employee begins work. The remaining 50% of the referral bonus will be paid after the new employee has been continuously employed for six months. The referring employee must be employed with \_\_\_\_\_\_\_\_ at the time any part of the referral bonus is to be paid.

Any potential candidate for employment must list the referring employee on his/her employment application. It is the responsibility of the referring employee to request the referral bonus in writing. All requests must be submitted to Human Resources. It may take up to two pay periods to receive the referral bonus.