

# EMPLOYEE REFERRAL BONUS PROGRAM AGREEMENT

## Section 1: Employee Information

Employee's Name \_\_\_\_\_ Community \_\_\_\_\_  
Job Title \_\_\_\_\_ Hire Date \_\_\_\_\_

## Section 2: Program Agreement

I understand that:

- The referral bonus of \$250 will be issued in two installments at 30 and 90 days after date of hire of referred employee(s).
- Referred employees must remain employed for the 90-day period and be in good standing. If employment ends during the period by referred employee(s), employee referral bonus amount(s) are forfeited.
- I must be employed throughout the entire period. If employment ends during the period, employee referral bonus amount(s) are forfeited.
- Referred employee(s) must work a minimum of 20 hours per week.
- Any disputes regarding the eligibility requirements listed above will be reviewed by the Vice President of Operations in partnership with the Chief Human Resources Officer.
- This bonus program agreement is not to be construed as an employment contract for a term, and both parties acknowledge that it does not alter the employment-at-will relationship.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

## Section 3: Executive Director's Approval

I will ensure prior to submitting an installment payment request that I will verify that all the terms in this agreement have been met in their entirety.

\_\_\_\_\_  
Executive Director's Signature

\_\_\_\_\_  
Date

Processed in Payroll System (Confirmed by AA/Executive Director's Initials Below):

Referred Employee Name and Job Title: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Installment #1 Date Processed: \_\_\_\_\_

Installment #2 Date Processed: \_\_\_\_\_