



## EMPLOYEE REFERRAL PROGRAM

### NEW YORK

#### **PURPOSE**

CFS recognizes that its employees are a highly valued resource, accordingly, CFS encourages employees to refer qualified applicants for consideration for all open positions within the Agency. The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee who brings new talent to CFS Agency, by referring applicants who are subsequently selected and successfully employed.

#### **ELIGIBILITY AND PARTICIPATION**

- An applicant is defined as a person who is not currently employed with CFS.
- Eligible positions are open Full-time, Part-time positions, identified by Human Resources, which are posted on the CFS career website (<https://www.cfsny.org/job-opportunities/>) Per-Diem status/position is not eligible.
- Per-Diem positions are not eligible for this program.
- Full-Time is defined as 30 hours or more; Part-Time is defined as less than 20 hours, or 21 to 29 hours, or 16 to 24 hours.
- Overall, the program is aimed at enhancing CFS's recruiting capabilities by increasing candidate selection pools.
- All eligible candidates must meet the following criteria for the employee to be eligible for a referral bonus:
  - An applicant must be cleared of all background screening process and attend NEO session to be considered a new hire.
  - Cannot be a former employee, temporary help, consultants, or contractors.
  - Candidate must fill a Full-Time, or Part-time position designated on the CFS career website for the Employee Referral Program.
  - Cannot transfer from one location or group home to another.
- Employee should complete the employee referral form as soon as the referral has completed the employment application. If the referral is not hired, the employee will be notified. Any forms submitted to HR after the new hire has been employed **for more than one month, will not be eligible for a referral bonus payment.**

## **REFERRING EMPLOYEE**

All employees who are in a regular Full-time or Part-Time position is eligible to receive a referral bonus except:

- Senior Leadership Team
- Human Resources
- Selecting Assistant Directors and Managers associated with the selection of the candidate.

## **REFERRAL PROCESS**

The Employee Referral Program operates in accordance with the following requirements:

- For an employee to be eligible to receive a referral bonus, he or she must be employed by CFS for at least three (3) months.
- Both the referring employee and the referred candidate must be employed by CFS when any referral bonus is generated for payment.
- Referrals are made by applicants listing the employee's name when completing an employment application.
- To be eligible to participate in the program, employees should complete the Employee Referral Form as soon as they are aware that their referral has completed the employment application. The referral should also enter the employee's name in the referral section on the employment application.
- Employee will not be eligible for a bonus payment, if the employee referral bonus form is submitted **one month** after the new employee has been hired.
- When a regular Full-time or regular Part-time employee recommends a qualified individual for a valid opening, and the referral is hired as a regular full-time or regular part-time employee, a referral bonus will be paid in two installments. (See Referral Bonus Process)
- Referral bonuses will be paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.
- The hiring process will be fair and consistent with CFS's procedures without bias for or against candidates whose selection might make another employee eligible for a referral bonus.
- No referral bonus will be awarded for a candidate if an agency or third-party fee is required for the hire.
- Human Resources will have final authority over all aspects of the Employee Referral Program.
- Employees will be reminded that CFS does not hire spouses, or close relatives for any position that would involve a supervisor-subordinate relationship or otherwise create the appearance of a conflict of interest.
- No referral bonuses are paid for referrals of candidates who are retirees or rehires.

- To be eligible for the referral bonus payments, both employees must be in good standing with CFS. (Good standing is defined as no disciplinary action notices, suspensions on file)
- CFs reserves the right to deny bonus payments to any employee who improperly makes promises or assurance of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities.
- The updated Employee Referral Program will become effective as of May 1, 2022.

## **REFERRAL BONUS AMOUNT**

A referral bonus will be paid to an employee who refers an applicant who is selected and successfully employed in a position. The referring employee must be employed and active on the day their referral bonus is to be paid.

Under these guidelines, an employee may refer several candidates throughout the year, and could receive multiple bonuses, if the candidate is hired.

Referral bonus payments are paid in (2) two period payments based on the new employee's hire date. New employee must complete 6 months of employment for referring employee to receive final payment.

The referral bonus is structured as follows:

### **For Full-time Positions:**

- For an employee referring any new hire for a Full-time position, the award amount is \$1,000.00

The distribution of the bonus is as follows:

- \$500.00 - First referral bonus payment will be awarded after the new hire completes three months of service based on their hire date.
- \$500.00 - Second referral bonus payment will be awarded after the new hire completes a total of six months of service.

### **For Part-Time Positions**

- For an employee referring any new hire for a Part-Time position, the award amount is \$750.00

The distribution of the bonus is as follows:

- \$375.00 - First referral first bonus payment will be awarded after the new hire completes three months of service based on their hire date.

- \$375.00 - Second referral bonus payment will be awarded after the new hire completes a total of six months of service.

### **NOTIFICATION TO REFERRING EMPLOYEE**

The referring employee will be notified by Human Resources of their eligibility and time frame of when they will be eligible for their referral reward. Human Resources will complete the paperwork and forward to payroll for processing. The payment will be reflected in the employee paycheck.

### **ADDITIONAL GUIDELINES: HIRING GUIDELINES**

CFS is an Equal Opportunity Employer and does not discriminate against protected characteristics. CFS will look to select the best candidate for the position despite if the candidate has been referred. All candidates will be evaluated for employment consistent with CFS policies and procedures. All information regarding the hiring decision will remain strictly confidential.

*CFS reserves the right to update the policy or rewards at any time. Employees who referred candidates before a reward has changed will still receive the appropriate reward.*