



EMPLOYEE REFERRAL BONUS PROGRAM

Effective May 7, 2025

PURPOSE

CFS recognizes that its employees are a highly valued resource and 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 extra incentive for current employees to bring new talent to CFS for bonus qualifying positions who are subsequently selected and successfully employed.

ELIGIBILITY AND PARTICIPATION

- An applicant is defined as a person who is not currently employed with CFS.
- Open positions eligible for the employee referral bonus program only include DSP's, Medical Coordinators, Assistant Directors, Registered Nurses, Resident Managers and Assistant Resident Managers. Other open positions in CFS will not qualify for the referral bonus program unless otherwise specified.
- 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 30 hours.
- Eligible referred candidates cannot be current or former employees, contractors, consultants, temp, candidates represented by an agency, or candidates that have already applied to CFS through other means.
- Current employees in Human Resources, Recruiting and Onboarding, the Senior Leadership Team, or the hiring manager of the referred candidate are not eligible to receive referral bonuses.
- Both the referring employee and the referred candidate must be employed by CFS when any referral bonus is generated for payment.
- There is no limit to the number of referrals a CFS employee can provide.
- Referral bonuses become eligible for payout after the referred candidate completes their online training modules, starts their new position, and has successfully passed New Employee Orientation.

REFERRAL PROCESS

- Referred candidates must list the referring CFS employee when applying to the position on the CFS web site, or provide the referring employee name during their Recruiter interview.
- Employee referrals will be tracked in the CFS applicant tracking system. The referring CFS employee is not required to complete a referral form.

REFERRAL BONUS PAYMENTS

Referral bonuses are paid in 2 payments based on the new employee's hire date. Bonus payments will be included in the referring employee's biweekly paycheck.

For an employee referring a new hire for a qualifying full-time position, the total award amount is \$500 (pretax), distributed in 2 payments:

- \$100 - after the new hire completes 1 month of service based on their hire date.
- \$400 - after the new hire successfully completes 6 months of employment based on their hire date.

For an employee referring any new hire for a qualifying part-time position, the total award amount is \$350 (pretax), distributed in 2 payments:

- \$100 - after the new hire completes 1 month of service based on their hire date.
- \$250 - after the new hire successfully completes 6 months of employment based on their hire date.