

## **Employee Referral Program**

### **Independent Living Services, Inc. and Creative Living, Inc.**

We place great importance on referrals because we trust our employees know what's best for the folks we serve. We want to make this process as smooth as possible.

#### **What is an employee referral incentive**

If you know someone who you think would be a good fit for a position at our company, feel free to refer them. If your referred candidate is hired, after 30 days of their active employment, you are eligible for a \$100.00 referral incentive.

- The incentive payment will be included on your first regular check after the referral is hired and meets their requirements.
- There is no cap on the number of referrals an employee can make. All incentives will be paid accordingly.
- The name of the employee making the referral must be listed on the candidate's application.
- If two or more employees refer the same candidate, only the first referrer will receive their referral rewards.
- Referrers are still eligible for an incentive even if a candidate is hired at a later time or gets hired for another position.

#### **Who can participate in our employee referral program**

All employees are eligible to participate in our referral program except for:

- Executive Director
- Hiring managers for positions for which they're hiring.
- Note that hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible. But, they can refer someone for a position that's in a different department, office or function.
- Vendors, contractors, consultants and former employees.

#### **Who can be referred**

- Must be hired as permanent full- or part-time employees (not as temporary employees or contractors.)

- Applicants being rehired must have not worked for the agency for the past twelve months or be returning to a different department.

We encourage everyone to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Keep in mind that rewards may be subject to taxation. We may change our referral program over time to add more interesting incentives. We would like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.