



## Employee Referral Fee

1. A current employee tells the Home Supervisor the name of the employee they are referring for an interview.
2. The Home Supervisor directs the new employee to indicate the person who referred them on the job application.
3. If the referral is hired, the Home Supervisor notifies the employee who made the referral.
4. It is the responsibility of the employee who made the referral to track the, new hire orientation, 14 -week anniversary, the one-year anniversary, and the two- year anniversary.
5. Upon hire (after the orientation) the referral source will receive \$100.00
6. If both the referral source and the new employee are still employed after 14 weeks, then they will both receive \$100.00
7. If both the referral source and the new employee are still employed after one year, then they will both receive \$250.00
8. If both the referral source and the new employee are still employed after two years, then they will both receive \$500.00.

**\*Home Supervisors are not eligible for the Employee Referral Fee.**

\_\_\_\_\_  
Home Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referral Source

\_\_\_\_\_  
Date

\_\_\_\_\_  
Referred Employee

\_\_\_\_\_  
Date