

Vermont Catholic Charities Inc.  
Residential Care Homes Policies and Guidelines

<b>SUBJECT: Employee Referral Program Policy</b>	<b>Policy Number HR 00021</b>
	Section: Human Resources
	Sub-Section:
	Approved Date: March 7, 2019

**PURPOSE**

VCCI Homes understands that employee referrals are an effective way to recruit top-notch talent. Research shows that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits. The purpose of the Employee Referral Program is to provide an incentive award to a current employee who brings new talent to VCCI Homes by referring applicants who are subsequently selected and successfully employed at the 90-day mark and one-year mark.

**PROCEDURE**

- VCCI Home employees, except those at administrator level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted.
- The referral must represent the candidate's first contact with VCCI. Temporary, summer, contract and former employees of VCCI are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application. See attached Candidate Referral Form.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by VCCI during the hired candidate's first 90 days of employment to receive payment of the referral bonus and during the subsequent 12 months of employment to receive payment of the referral bonus.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid within 30 days after the referred employee's milestone of 90 days and one year of satisfactory employment.

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**REFERRAL BONUS AMOUNT**

- Referral bonus payments will be paid in a lump sum when the new employee has completed his or 90-day probationary period and one-year satisfactory employment.
  - \$75 referral bonus awarded after 90 days from the hire date
  - \$200 referral bonus awarded after one year from the hire date and satisfactory performance. “Satisfactory performance” is defined as a satisfactory 90-day performance evaluation and no corrective actions beyond a verbal warning during the first 12 months.
- An employee may receive multiple bonuses, the total of which may not exceed \$1,100 in any calendar year.

**REFERRAL BONUS ADMINISTRATION**

- The Employee Referral Program is operated under the authority of the VCCI. Referral bonuses are awarded at the discretion of management with the Executive Director having final approval authority.
- Referral bonus rewards will be paid to the referring employee by payroll check through the VCCI Controller’s Office within 30 days of the referred candidate’s milestone dates (90-days and one-year employment).
- If two or more employees refer the same candidate, only the first referrer will receive the referral rewards.
- Referrers are still eligible for bonus rewards even if a candidate is hired at a later date or for another position.
- It is the referrers responsibility to notify their supervisor when their referee meets the 90-day and one-year employment milestones.
- All employees of VCC Homes are eligible to participate in the Employee Referral Program except:
  - Administrators
  - Recruiters and hiring managers for positions for which they are hiring
- Candidates who qualify for employees to receive bonus rewards for recruitment:
  - Have not applied to VCCI Homes for at least a year
  - Must be hired as permanent FT or PT employees (not as temporary, seasonal, or intern employees).
- Employee Referral Bonuses are a taxable benefit.
- VCCI is an equal opportunity employer and does not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established hiring procedures.

*\*This policy replaces, revokes, and rescinds all former policies regarding Employee Referral, therefore, any modifications or changes to the utilization and administration of those policies is superseded by this new plan.*