

EMPLOYEE REFERRAL BONUS

PURPOSE

To say 'THANK YOU' and reward employees through a referral bonus system for those who refer people who want to join our LADD Team by using their positive coaching skills in motivating a new hire in building a career here at LADD! Motivating potential job applicants by letting them know what a positive difference it makes in your own life working at LADD.

SCOPE

All employees except employees noted below (See eligibility).

POLICY

An eligible current employee who refers job applicants can receive up to \$300.00 as a referral bonus. When a referred job applicant; is hired and completes 120, 240 and 365 days of employment the referral bonus is paid to the current active employee who referred the new employee as a 'Thank You and Great Job' for supporting new hires in learning all the positive benefits of building a career at LADD in MAKING THE DIFFERENCE in people's lives!

ELIGIBILITY

Current, active hourly employees, full- or part-time, are eligible to receive an employee referral bonus if they refer an individual who completes the requirements per the policy stated above. The Referring/Eligible employee must also be employed at the completion of the new employee's above specified time periods; i.e., 120, 240 and 365 days to receive the bonus. Certain exceptions apply; however, all salaried exempt and non-exempt positions are ineligible to receive a referral bonus.

No employee referral bonus will be paid for re-hires.

PROCEDURES

1. Current/Active employees who refer must have the applicant put their name on the employment application or the potential new hire needs to request to Human Resources it be noted on their application during their interview or at the time of hire in the event they did not enter it on the application.
2. Employees use their positive coaching skills to motivate and support the new employee while training and learning the wonderful benefits of Making The Difference in people's lives while working here at LADD.
3. If the applicant is hired and stays employed for 120, 240 and 365 days, the referring employee will receive a referral bonus at outlined below..
4. Referral bonuses to the referring employee will be paid as follows:
 - \$100.00 following the first 120-consecutive days of employment/4 months.
 - \$100.00 following the first 240-consecutive days of employment/8 months.
 - \$100.00 at the completion of 365-consecutive days of employment/one year.
5. The above amounts will be added to the employee's timecard in the electronic time and attendance system. All referral bonuses quoted in this policy are gross amounts and are subject to all legally required payroll tax deductions