
NEW EMPLOYEE REFERRAL BONUS PROGRAM

The Arc of NEPA regularly seeks potential candidates for employment who can assist us in providing quality programs and services. Arc of NEPA employees are encouraged to help us in this endeavor by referring interested individuals who meet the qualifications for available positions.

In return, The Arc of NEPA shall provide the following referral awards:

- ! A **\$150** bonus will be awarded to an employee whose referral is offered employment and works a minimum of 30 days beyond date of hire.
- ! An additional **\$250** bonus will be awarded to the same employee after successful completion of the referral=s 90-day probationary period.

The following program rules apply:

- 1.) Referring employees are required to submit a New Employee Referral Bonus Application (available in the Human Resources Office) to the Director of Human Resources within 10 calendar days of the referral=s date of hire.
- 2.) All current agency employees, excluding Human Resources personnel and Departmental Directors with hiring authority over the referred candidates, are eligible to participate in the New Employee Referral Bonus Program.
- 3.) Temporary employees, substitute personnel, and former Arc employees referred for employment do not qualify as referred candidates for purposes of referral award eligibility.
- 4.) In order to receive payment as outlined above, the referring employee must remain actively employed by The Arc during the referral=s length-of-stay requirements for purposes of referral award eligibility.
- 5.) In the event that more than one employee has referred the same individual for employment, the reward will be split equally between the referring employees who meet the requirements of this program.