



## **Employee Referral Policy**

As part of a comprehensive recruitment strategy, it is the policy of Optimum Technology Solutions, Inc. to encourage its own employees to assist with the recruitment of new employees for hard-to-fill jobs with special skills requirements for Information Technology positions. All applicants shall receive equal consideration without regard to race, religion, sex, marital status, or disability. To reward employees for referring qualified candidates who are subsequently hired, Optimum Technology Solutions, Inc. pays the referring employee a cash bonus of \$500 for each successful referral made in accordance with the following general provisions:

### **Provisions**

Positions that are eligible for an employee referral bonus payment will be identified as being eligible for a bonus payment on the bottom of the "Notice of Vacancy" announcement that is released by Human Resources. This statement will read: "This position is eligible for an employee referral bonus payment of \$500 dollars."

For each qualified candidate referred, the referring employee must complete and Employee Referral Form and submit it to the Human Resources Department. Employees making a referral are responsible for informing the candidate of the vacancy, obtaining the individual's consent to having their name submitted, and where possible, and having the individual submit an up-to-date resume and completed application form. The application form should list the name of the employee who made the referral.

- All candidates must meet the stated qualifications for the eligible job openings and are required, the same as all other applicants, to demonstrate their skills or aptitude to perform the job.



## *Optimum Technology Solutions, Inc.*

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- All candidates will receive equal consideration and are processed in the same way as other applicants.
- Once the final decision about the candidate is made and communicated to the applicant, the referring employee is informed of the final decision.
- Employees who refer a qualified candidate who is subsequently hired and remains employed for at least six months are eligible for a referral-bonus payment. This bonus is paid in two installments: (1) a cash payment of one-half of the award after the new hire completes three months of employment, and (2) a second cash payment of the remaining one-half, after the new hire completes six months of employment.
- No referral bonuses are paid for referrals of candidates who are already employed by Optimum Technology Solutions, Inc., retirees, rehires, or persons returning from a leave of absence.
- To be eligible for either of the two referral-bonus payments described herein, the referring employee must still be on the payroll at the specified dates or qualify as an official retiree of Optimum Technology Solutions, Inc.
- To avoid any possible conflicts of interest, referral bonuses are not paid for job candidates referred by the hiring manager, the Officers or employees working in the Human Resources department.
- Optimum Technology Solutions, Inc. reserves the right to deny bonus payments to any employee who improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities.



## Employee Referral Policy Form

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Employee:

Social Security No.:

Name of person being referred:

Position/Department for which this person is being referred:

What is your relationship to the person being referred (i.e., friend, family member, former co-worker, etc.)?

You will be notified as to the status of your referral. If the referral is hired you will receive a monetary award under our Employee Referral Award Program. Thank you for your referral!

### For office use only ---

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To: <Employee>  
From: <HR Professional>  
Date: <(Specify)>  
Re: <(Name of Referral)>

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Under our Employee Referral Award Program, at the present time your referral:

1. \_\_\_\_ Will Not Be Offered a Position
2. \_\_\_\_ No Present Available Position
3. \_\_\_\_ Is Being Considered
4. \_\_\_\_ Rejected The Job
5. \_\_\_\_ Accepted The Job

If option number 5 above is checked, you will be receiving a check in the amount of

\$\_\_\_\_\_ less applicable taxes and deductions on (Specify Date). If any other option is checked, we will keep you notified of any change in status.

Your participation in our Employee Referral Award Program is appreciated.