



# Memo

**To:** All Staff  
**From:** Patti Walker, MSW, President/CEO  
**Date:** October 1, 2019  
**Re:** Employee Referral Bonus Program

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Continuum of Care, Inc. is always looking for good people to work for our Agency. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are more likely to stay and contribute to the organization.

Continuum of Care, Inc. is now offering a referral bonus program. In order to be eligible for the bonus, the employee must use the attached Candidate Referral Form and must be emailed to HR prior to the submission of resume and or application.

## **Bonus Eligibility Rules**

- There will be a \$1,000 payment to employees who refer a candidate for a full-time 40 hour a week position. This bonus will be paid out as follows: \$500 payable after six (6) months of service and the remaining \$500 after one (1) full year of service.
- There will be a \$500 payment to employees who refer a candidate for a part-time 20-39 hour a week position. This bonus will be paid out as follows: \$250 payable after six (6) months of service and the remaining \$250 after one (1) full year of service.
- There is no bonus for those referred for per diem positions.
- All Continuum of Care employees are eligible for the referral bonus. Those employees not eligible are those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates.

- To be eligible for a bonus, an employee must submit a Candidate Referral Form\* (attached) to Human Resources or email directly to [jobposting@continuumct.org](mailto:jobposting@continuumct.org)
- 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.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.

\*See Candidate Referral Form on following page

cc: Detrie Antunes, VP, Human Resources

**Candidate Referral Form**

Job Title:

Program:

Candidate's Name:

Referral Date:

Referring Employee's Name:

Work Phone:

Work E-mail:

I have read and understand the referral program rules.

\_\_\_\_\_  
Referring Employee's Signature

\_\_\_\_\_  
Date