

Employee Referral and Hiring Bonus Program

June 2017

1. Purpose

Volunteers of America, Dakotas has an Employee Referral and Hiring Program (ERHP) under which new and existing employees may be awarded bonus compensation as set forth in this policy. The purpose of the hiring bonus is to encourage new hires. The purpose of the referral bonus is to reward current Volunteers of America, Dakotas employees who identify, promote, and refer potential candidates for open positions. This program is designed to invest in a strong committed, talented and diverse workforce.

**Note: Volunteers of America, Dakotas may change or revise the program, including eligibility criteria and award amount, or terminate the program, at any time, at its discretion without notice.*

2. Referral Bonus

A. Eligibility

Except as provided herein, all active current employee of Volunteers of America, Dakotas are eligible except for the following individuals: (1) Managing Directors, Executive Directors, and Chief Officers; (2) Employees whose job functions include recruiting and Human Resources; (3) Supervisors and managers responsible for hiring decisions within program applying for; and (4) Interns, temps, volunteers, vendors, contractors, and/or consultants.

B. Process

Before referring a candidate, current employees should consider the candidate's work experience, educational background, employment record, experience in position being referred to, and the possible fit for position and Volunteers of America, Dakotas culture.

When making the referral, employees must inform the candidate to include the referring employee's correctly spelled legal first and last name on the application prior to its submittal. If the candidate completes the application without listing the name of the current employee or if the name is not spelled correctly, then the current employee will not be able to participate with the ERHP program.

C. Award for successful referral

The amount of a referral bonus is dependent upon the position the candidate is hired for and the amount of time the candidate is employed. A referral bonus will be paid (less taxes) shortly after the candidate reaches the following employment dates and paid as follows:

- Relief Employee Hired: After the candidate has worked 90 days, a \$100 referral bonus will be paid. If the candidate continues to work through the candidate's 6 month anniversary, an additional \$50 will be paid. If the candidate works through the candidate's 1 year anniversary, an additional \$100 will be paid. Thus the total possible referral award is \$250.
- Full-time & Part-time Employee Hired: After the candidate has worked 90 days, a \$200 referral bonus will be paid. If the candidate continues to work through the candidate's 6 month anniversary, an additional \$100 will be paid. If the candidate works through the candidate's 1 year anniversary, an additional \$200 will be paid. Thus the total possible referral award is \$500.

3. Hiring Bonus

A. Eligibility

Individuals who are hired by Volunteers of America, Dakotas may be eligible for a hiring bonus provided that they have not worked in any department at Volunteers of America, Dakotas in the past one year time period. To be eligible for a hiring bonus, the position must be identified as offering a hiring bonus. The candidate must submit an employment application through Volunteers of America, Dakotas website online application process, must have been offered and accepted a position eligible for the hiring bonus with Volunteers of America, Dakotas, and must have begun employment with Volunteers of America, Dakotas.

B. Hiring Bonus Amount

The amount of the hiring bonus is dependent upon the position the employee is hired for and the amount of time the employee is employed. By accepting a hiring bonus, the employee agrees to the following payment and repayment:

- Relief Employee Hired: After the employee has worked 31 days, a _____ hiring bonus (less taxes) will be distributed to employee in the next pay period. However, if the employee's employment ends prior to a year after the employee's start date, then the employee shall through an automatic deduction from the payroll reimburse Volunteers of America, Dakotas 80% of the bonus amount if the employment ends between the 2 to 3 month period, or 40% of the bonus amount if employment ends between the 3 to 6 month period, or 20% of the bonus amount if the employment ends between the 6 month to 12 month period. If employment ends prior to the 31 day period, then no hiring bonus is owed.

- Full-time & Part-time Employee Hired: After the employee has worked 31 days, a _____ hiring bonus (less taxes) will be distributed to employee in the next pay period. However, if the employee's employment ends prior to a year after the employee's start date, then the employee shall through an automatic deduction from the payroll reimburse Volunteers of America, Dakotas 90% of the bonus amount if employment ends between the 2 to 3 month period, or 60% of the bonus amount if employment ends between the 3 to 6 month period, or 40% of the bonus amount if the employment ends between the 6 month to 12 month period. If employment ends prior to the 31 day period, then no hiring bonus is owed.

C. Status Changes

If during the first year of employment the employee changes status ie from full-time to relief, the hiring bonus will be adjusted to match the employee's current status.

4. Questions

Any disputes, questions, or interpretations of the program are to be directed to the Department of Organizational Health.

5. Employee Receipt of Procedure

I have received a copy of the Volunteers of America, Dakotas Employee Referral and Hiring Bonus Program. I understand that if I receive a hiring bonus, I may be required to repay a portion of it dependent on the duration of my employment.

Employee signature: _____

Employee Name: _____

Date: _____