



HR.01.13.POL VSolvit Referral Policy

1. PURPOSE

VSolvit encourages employees to look within their professional network for candidates they feel would be a good fit for openings within the VSolvit team, thus improving potential for future growth and sustainability. VSolvit recognizes that employee referrals are the best kind of referrals and want to reward the recommendation. Thus, the purpose of this policy is to incentivize the referral process and define company parameters for employees to refer candidates and possibly receive a referral bonus.

2. POLICY DEFINITIONS

- *Referral Bonus*: \$500.00 payment (less applicable taxes and withholdings) payable to the referring employee once the referred employee has met the requirements.
- *Eligible Referring Employee*: VSolvit employee, currently in good standing with no formal disciplinary action.
- *Eligible Referred Employee*: VSolvit employee, employed for a minimum of four (4) months and in good standing with no formal disciplinary action.

3. PROCESS

- To be eligible for the referral bonus, the eligible referring employee must submit the *Candidate Referral Form* to Human Resources with a resume **AND** the candidate must apply on-line for the position.
- The referral must represent the candidate's first contact with VSolvit. Former employees of VSolvit are not eligible candidates for the referral bonus.
- The candidate must reference the eligible referring employee during the hiring process and it must be noted as their specific source for the referral.
- The referral form must be submitted to HR within 30 days of the referred employee's hire date.
- HR determines the eligibility of the referral, then informs the employee of the decision.



4. GENERAL DETAILS

- All VSolvit employees, except those with hiring authority over the posted position, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted.
- The eligible referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee listed as the specific source for a candidate will be the only referring employee eligible for the referral bonus payment.
- Each VSolvit employee may refer as many candidates as they wish, but each referring employee is eligible to receive a **maximum of three** referral bonus payments per calendar year.
- Only candidates who meet the essential qualifications for the position will be considered for employment with VSolvit.
- Incumbent employees on a new contract award cannot be submitted as candidates for a referral bonus payment.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- The referring employee must be employed by VSolvit throughout the hired candidate's first four months of employment with no formal disciplinary action to receive payment of the referral bonus.
- Payment of a \$500.00 referral bonus to the referring employee will be paid by check in the first payroll following the eligible referred employees's four-month anniversary. It cannot be paid or deposited separately.
- 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.

5. FORMS/DOCUMENTS

- ❖ Candidate Referral Policy (*Google Drive*)
- ❖ Candidate Referral Form (*Google Drive*)