

Employee Eligibility:

Current employees who refer qualified candidates are eligible for a referral bonus if the candidate is hired within six (6) months of the referral. The following individuals are NOT eligible to receive a referral bonus:

- Employees in the Human Resources Department.
- Supervisors or managers with direct supervision over the position.
- Consultants, temporary employees, and interns.

Eligible Referrals:

To be eligible for a referral bonus, your referral must be the candidate's first contact with Hodges-Mace. Referral bonuses will NOT be paid for:

- Former or current Hodges-Mace employees who are rehired or hired into a new position.
- Candidates working with an employment agency claiming a fee.
- Temporary positions, including those that transition into full-time positions.

Referral Procedure:

To be eligible for a bonus, the referrals must first be submitted to Human Resources via the EmployeeReferrals@hodgesmace.com mailbox. Employees must include the completed Candidate Referral Form as well as the candidate's resume.

- All referrals must be personally known by the employee providing the referral.
- The first employee to refer a candidate will be the only referring employee eligible for payment. This will be determined by the timing of the electronic signature of the Candidate Referral Form.
- If the referred candidate is already under consideration for employment through another source, the referring employee is not eligible for the bonus.
- All candidates will be evaluated for employment consistent with our organization's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.
- Human Resources will track the referral information and may initiate appropriate contact action, but is not required to do so.

THE DETAILS

Once a referral is hired and completes six (6) months of successful service, the employee responsible for the referral will receive the referral bonus of **\$2,500** (less applicable taxes).

The referring employee must be an active Hodges-Mace employee on the day the referred candidate begins employment and on the day the bonus payout is made. Payout will occur on the earliest practical pay date following the referred employee's six (6) months service date.

If you have any questions regarding the employee referral program, please contact Suzanne Hough at suzannehough@hodgesmace.com or LuAnn McClure at luannmcclure@hodgesmace.com.