

KCARC

Referral Program Guidelines

ALL STAFF are eligible to make a referral with the exception of the President.

All POSITIONS are eligible for the referral bonus.

Refer a person for any open position and become eligible for:

\$1000.00 referral bonus for a full-time placement or

\$500.00 referral bonus for a part-time placement.

1. Contact Human Resources to make referrals.
2. Complete and turn in to Human Resources "HR MISCELLANEOUS #92 Employee Assisted Recruitment-Employee" Form before your candidate submits an "I'm Interested" Form.
3. Your recruitment form will be kept on file for 14 calendar days. If your candidate does not apply within the 14 calendar days, the eligibility to receive a bonus on that applicant ends. Remind your applicant to complete "HR MISCELLANEOUS #93 Employee Assisted Recruitment-Applicant" Form.
4. If your candidate is a former staff of KCARC, at least 6 months must have passed since his/her separation to be eligible.
5. If an applicant has been referred by more than one staff person, the staff's name submitted on "HR MISCELLANEOUS #93" Form by the applicant will be eligible for the referral bonus.

IF YOUR REFERRAL IS HIRED

- Full-time Placement- You will receive \$150.00 after the staff completes 6 months of employment.
- Part-time Placement- You will receive \$50.00 after the staff completes 6 months of employment.
- Full-time Placement- You will receive an additional \$200.00 when your recruited staff completes 9 months of employment.
- Part-time Placement- You will receive an additional \$100.00 when your recruited staff completes 9 months of employment.
- Full-time Placement- You will receive an additional \$650.00 when your recruited staff completes 1 year of employment.
- Part-time Placement- You will receive an additional \$350.00 when your recruited staff completes 1 year of employment.
- **You must be employed by KCARC at the time you are eligible to be paid for the referral bonuses.**
- Bonuses will be paid through regular payroll system and will be taxable income.