



# STAFF RECRUITMENT INCENTIVE POLICY

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FOR SOCIAL RESPONSIBILITY

## REFERRAL PROGRAM

Ozarks Regional YMCA is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into our association through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

If you know someone who would be a good addition to Ozarks Regional YMCA, you may be awarded a taxable referral bonus of \$100 for part-time staff and \$200 for full-time staff if you refer a candidate and he or she is hired and successfully completes the first 90 days of employment with Ozarks Regional YMCA.

Employees must refer candidates to their supervisor by using the attached candidate referral form to be eligible for the bonus.

## PROGRAM RULES:

- All Ozarks Regional YMCA employees, except those at Executive Director level and above, and the supervisors with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Ozarks Regional YMCA and must agree to have his or her name used when the company contacts the candidate.
- 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.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- The referring employee must be employed by Ozarks Regional YMCA during the hired candidate's first 90 days of employment to receive payment of the referral bonus.

## SIGNING BONUS PROGRAM

As part of the Ozarks Regional YMCA's ongoing recruitment effort, we will offer signing bonuses for hard-to-fill positions association-wide. These positions will be determined and approved by the CEO, COO, and Director of Human Resources of Ozarks Regional YMCA. The dates for the length of the program will also be approved and communicated to supervisors in advance. Current employees that transfer internally are not eligible.

The signing bonus will be a total of \$200 for part-time staff and \$2,000+ for full-time staff. This bonus will be paid in two increments of \$100 or \$1,000 each. This signing bonus is taxable, and all regular payroll taxes will be withheld. The first increment will be paid out following the successful completion of the first 30 days of work by the new hire. The bonus will be added to the regularly scheduled paycheck following the pay period after the first 30 days. The second increment will be paid out in the same manner after the successful completion of 90 days from the date after the start of employment with Ozarks Regional YMCA.



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## PART-TIME STAFF REFERRAL BONUS PROGRAM

Ozarks Regional YMCA is offering a special referral bonus as part of our recruitment efforts. A bonus of \$100 for current active staff that provide a successful referral for part-time posted positions.

A successful recruit is a new hire that successfully completes the pre-employment, onboarding process, and a minimum of 90 days working in the position. The \$100 taxable referral bonus will be issued as part of your next regularly scheduled paycheck following 90 days from the date the new recruit starts employment with Ozarks Regional YMCA.

Sincerely,

**Ozarks Regional YMCA**

\*I have read and understand the terms and conditions of the Ozarks Regional YMCA Referral Bonus Program. I understand that if the candidate I referred is hired as a result of my referral, I will receive a taxable bonus with my next regularly scheduled paycheck from the date the individual completes 90 days of employment with Ozarks Regional YMCA.

Current Staff Name: \_\_\_\_\_

Name of Referral: \_\_\_\_\_

Position Referred for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*After the successful completion of 90 days in this position,

Supervisor's Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Successful Completion of Referral: \_\_\_\_\_



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## FULL-TIME STAFF REFERRAL BONUS PROGRAM

Ozarks Regional YMCA is offering a special referral bonus as part of our recruitment efforts. A bonus of \$200 for current active staff that provide a successful referral for full-time posted positions.

A successful recruit is a new hire that successfully completes the pre-employment, onboarding process, and a minimum of 90 days working in the position. The \$200 taxable referral bonus will be issued as part of your next regularly scheduled paycheck following 90 days from the date the new recruit starts employment with Ozarks Regional YMCA.

Sincerely,

**Ozarks Regional YMCA**

\*I have read and understand the terms and conditions of the Ozarks Regional YMCA Referral Bonus Program. I understand that if the candidate I referred is hired as a result of my referral, I will receive a taxable bonus with my next regularly scheduled paycheck from the date the individual completes 90 days of employment with Ozarks Regional YMCA.

Current Staff Name: \_\_\_\_\_

Name of Referral: \_\_\_\_\_

Position Referred for: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*After the successful completion of 90 days in this position,

Supervisor's Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Successful Completion of Referral: \_\_\_\_\_





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## PART-TIME SIGNING BONUS PROGRAM

As advertised and discussed, we are pleased to offer you a signing bonus of \$200. This bonus will be paid in two increments of \$100 each. This signing bonus is taxable, and all regular payroll taxes will be withheld. The first \$100 will be paid out following the successful completion of your first 30 days of work. It will be added to the next regularly scheduled paycheck following the pay period after the first 30 days. The second \$100 will be paid out in the same manner after the successful completion of 90 days from the date after you start employment with Ozarks Regional YMCA.

Sincerely,

**Ozarks Regional YMCA**

\*I have read and understand the terms and conditions of the Ozarks Regional YMCA Signing Bonus Program and agree to complete all of my pre-employment, onboarding, and training responsibilities, as well as demonstrating all four core values of Ozarks Regional YMCA.

Staff Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Successful Completion of 30 days: \_\_\_\_\_

Date of Successful Completion of 90 days: \_\_\_\_\_

\*After the successful completion of 90 days in this position,

Supervisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Turn in to the Human Resources Department.



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## FULL-TIME SIGNING BONUS PROGRAM

As advertised and discussed, we are pleased to offer you a signing bonus of \$2,000. This bonus will be paid in two increments of \$1,000 each. This signing bonus is taxable, and all regular payroll taxes will be withheld. The first \$1,000 will be paid out following the successful completion of your first 30 days of work. It will be added to the next regularly scheduled paycheck following the pay period after the first 30 days. The second \$1,000 will be paid out in the same manner after the successful completion of 90 days from the date after you start employment with Ozarks Regional YMCA.

Sincerely,

**Ozarks Regional YMCA**

\*I have read and understand the terms and conditions of the Ozarks Regional YMCA Signing Bonus Program and agree to complete all of my pre-employment, onboarding, and training responsibilities, as well as demonstrating all four core values of Ozarks Regional YMCA.

Staff Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Successful Completion of 30 days: \_\_\_\_\_

Date of Successful Completion of 90 days: \_\_\_\_\_

\*After the successful completion of 90 days in this position,

Supervisor's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Turn in to the Human Resources Department.