# Employee Referral & Retention Incentive Program

**Effective Date**

## Referral Guidelines

At Woodgrain Millwork, we know that employee referrals are one of the most successful ways to attract new employees to our business. We realize that no one knows our business like our current employees. Our Employee Referral & Retention Program encourages you, as an active employee of Woodgrain Millwork, to identify new talent and we want to reward you with cash bonus opportunities.

With your help, we’ll attract qualified candidates who are seeking a career with Woodgrain Millwork. Start thinking about someone you know that would be a good addition to our team!

All regular full-time employees of Woodgrain Millwork are eligible to participate in the Employee Referral Retention Program, other than the *following exclusions*:

* The hiring supervisor/manager/candidate selection team and any other person involved in the hiring process are not eligible to participate in the Employee Referral & Retention Incentive Program.
* Payments will not be made for referrals of new employees, who have previously worked for Woodgrain Millwork in any capacity including internships, part time and temporary positions.

To be eligible, the employee must:

1. Complete the referral form and return it to the HR Department, along with a copy of the prospective applicant’s resume, application, or both, **BEFORE** the applicant interviews for the Woodgrain Millwork position.
2. Employees may refer multiple candidates for open positions. There is no limit to the number of referral payments that an employee may receive.
3. Only one name can be listed on the application as a, “referring employee.”

Payment schedule and eligibility

1. Payments are made to both the referring and the new employee, after the new hire has been successfully employed for 6 months. Payments will only be made to **ACTIVE** Woodgrain Millwork employees.
	1. The payment is considered taxable income, and all applicable taxes will be deducted.
	2. The payment will be reported on the employees W-2.

Referral and Retention Amounts

Full-time Hourly Production position $ 500

Full-time Hourly Office position and Highly Skilled Technical $ 750

Full-time exempt position $1,000

1. In addition, at the new employee’s successful completion of one year of continuous full-time, active employment, the referring employee and the new employee are both eligible for an additional $500 retention bonus.
	1. The payment is considered taxable income, and all applicable taxes will be deducted.
	2. The payment will be reported on the employee’s W-2.

If you have any questions regarding the Employee Referral Program please contact the Human Resources Department.

## Woodgrain Millwork Referee Employee Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name: |  |  | Date: |  |
| Employee ID: |  |  | Department: |  |
| E-Mail Address: |  |  | Phone No: |  |

## Referral Information

|  |  |
| --- | --- |
| Candidate Name: |  |
| E-Mail Address: |  |
| Phone No: |  |
| Position Referred: |  |

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| --- |
|  |

## For Human Resources Use Only

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date Received: |  |  |  Hire Date: |  |

|  |  |  |
| --- | --- | --- |
|  | **6 Month** | **1 Year** |
| **$ Amount** |  |  |

HR signature for approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_