

Section: E	Policy Number: E-023	Approval Date: December 15, 2021
Subject: Employee Referral Program	Total Pages: 1 + Form	

Employee Referral Program Policy

Community Living-Central Huron's Employee Referral Program Policy is implemented to invite current employees to assist with the recruitment of candidates that support the Mission and Vision of the Agency. The Program is open to all current employees of Community Living-Central Huron and will apply to external recruitments for full-time and part-time permanent positions. Should the referred candidate be successfully hired by Community Living-Central Huron, the referring employee will be awarded \$100.00 for the new hire. Twenty-five percent (\$25.00) of this award will be issued after the written offer of employment has been signed and accepted. The balance, \$75.00 will be awarded when the newly hired employee has completed three months of continuous active employment. The award will be paid out on the referring employee's next regular pay following the completion of three months worked by the referred candidate.

To qualify for the award through the Employee Referral Program the following conditions must be met:

- the referring employee must submit the Employee Referral Form, providing the name of each prospective candidate to Human Resources and indicating which position(s) and Program of the Agency for which they are referring the candidate;
- Human Resources must receive the completed Employee Referral Form in advance of a prospective candidate contacting Human Resources or submitting their resume;
- the candidate meets all the qualifications noted in the job posting;
- the candidate has not already applied for the position with the Agency, or is not currently in the interview process;
- the referral responds to a current open job posting;
- all prospective referred candidates will be given the same consideration in hiring and will be subject to the Agency's hiring procedures and decisions of the Interview Committee; ie: Pre-screen, Interview, Reference Checks, Driver's Abstract, Vulnerable Sector Check
- both the existing employee and the referred candidate must be on the active payroll of Community Living-Central Huron to benefit from the Employee Referral Program;
- in case of a duplication in a candidate being referred, the employee who first referred the candidate will be successful in receiving the Employee Referral Award; candidates referred by multiple employees will only result in one Referral Award;
- there is no cap on the number of referrals an employee can make;
- Management Employees who participate on the Interview Committee for the referred candidate are not eligible to receive the Employee Referral award.

Community Living-Central Huron will review this Policy annually and reserves the right to revise or suspend the Policy upon 30 days notice.