

## EMPLOYEE REFERRAL PROGRAM

Crossroads of Western Iowa provides excellent services by ensuring we hire great employees that are committed to our mission and values. To evidence the value Crossroads places on continuous improvement, we offer an employee referral program. Upon successful hiring of qualified referred employee, the referring employee will receive a \$50 bonus. An additional \$350 bonus will be paid to referring employee upon referred employee's completion of the 90-day evaluation period with an acceptable performance rating. All bonuses are added to employee's paycheck and are subject to all applicable taxes.

The following conditions must be met for an employee to receive an employee referral reward:

1. Applicant must put full name of referring employee on referral line of application.
2. Applicant may list only one person as referring employee. Multiple individuals cannot receive a referral bonus for the same applicant.
3. Applicant must meet the minimum job requirements
  - i. HS diploma or GED
  - ii. Good driving record
  - iii. Good work history (if applicable)
4. Referring employee must remain employed by CWI to receive referral bonus.
5. The following employees are not eligible to participate in employee referral bonus program:
  - Staff in final counseling or dismissal steps
  - Employees on unpaid leave
  - Job title examples: CEO, CFO, COO, CIO, CHRO, Director, A & E Specialist

Any abuse of the intent of this program will disqualify the employee from further employee referral bonuses.

Employee referral program can be terminated at any time by the CEO's discretion.  
SharePoint/Team Site/Policies/Personnel 04-01-06

Mar. 2011  
Revised Nov. 2012  
Revised Mar. 2014  
Reviewed Jul. 2016  
Reviewed Jul.2017  
Reviewed Dec. 2018  
Revised Apr. 2019  
Revised Jun.2019