



## **Employee Finder Fee Program**

### **Program Purpose**

At Chartiers Center we do not just accept diversity, we celebrate it. We thrive on diversity for the benefit of our employees, our consumers and our community. Chartiers Center is proud to be an equal opportunity workplace and is an Affirmative Action Employer.

Chartiers Center is committed to providing adequate staffing levels to ensure quality services to clients.

The Agency considers its employees as a resource of locating talented and qualified job applicants. The "Employee Finder Fee" referral program is designed to supplement existing recruitment methods such as online job boards and social media postings.

### **What is the Employee Finder Fee?**

The Employee Finder Fee is paid to an employee who refers a candidate from outside of the Agency who is subsequently hired. With the job market being as competitive as it is Chartiers has increased the referral amount to \$1500.00 on August 12th. The increased fee was announced at the Quarterly Towne Hall Meeting. The fee will be paid out at the following schedule:

1. At hire:	\$150
2. At 3 months (end of probation):	\$150
3. At 6 months:	\$200
4. At 1 year:	\$1,000

Available positions are posted on the Chartiers Center website careers page and are electronically sent to all staff and on the Paycom Employee Self-Service Website. Internal candidates receive first consideration for all open positions. All jobs are posted internally for seven (7) days and if not filled by an internal candidate the position becomes available for referrals under this program.

### **Employee Finder Fee Procedure**

1. An existing employee must submit a finder fee application that can be found on the Chartiers Center Public Drive Folder under Employee Forms. The most up-to-date version is housed in this drive. Application forms may be submitted until the position is filled.
2. When a referral candidate is completing the Chartiers Center online employment application found on our website on the careers page the applicant can also type in the referring employee's name.

3. Human Resources will notify the referring employee when and if the candidate is hired.

**Finder Fee Rules**

1. All active employees excluding Executive Team Members and HR Staff are eligible to participate in the program. Supervisors are not eligible for the Finder's Fee for an applicant hired into that particular Supervisor's program.
2. Human Resources and Executive Staff are excluded from this program.
3. The first employee to refer a candidate will be the only referring employee eligible for payment.
4. All information regarding the hiring decision will remain confidential.
5. The referring employee must remain employed without an active resignation to receive both finder's fee payments.
6. Referrals by current employees of former Chartiers employees will not be eligible for the finder's fee payment.
7. Employees cannot refer relatives to work in the same department as defined by the Personnel Handbook.
8. Employees should request the applicant to name him/her on the application for employment.

The Agency reserves the right to modify or terminate the program at any time with or without notice to employees. Final interpretation is subject to the approval by the CEO.