



Referral & Sign-on Bonus Policy

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I. Purpose

To outline procedures for the dispersal of referral and sign-on bonuses offered by the agency.

II. Definitions

Referral Bonus

- Offered to active employees for the successful hire of an individual they refer to the agency for employment.

Sign-on Bonus – General (less than \$1,000)

- Offered for specific positions on an ongoing basis.

Sign-on Bonus – Specialized (\$1,000 or more)

- Offered for professional/management and difficult to fill positions.

III. Policy

It is the policy of UCP to offer referral bonuses to active employees who recommend individuals for employment resulting in a decision to hire that individual, and that individual completing their first 30 days of employment. It is also the policy of UCP to offer general and/or position specific sign-on bonuses when deemed necessary for recruitment purposes to candidates who meet specific employment criteria. Referral bonuses and sign-on bonuses may vary in amounts to align with current recruitment needs.

Sign-on bonuses will not be paid to employees who are rehired less than 12 months from a previous resignation.

In the event an employee changes roles or status (full-time/part-time/per diem), eligibility for the Sign-on bonus will be based on their position and status at the time of payment.

Human Resources will maintain a list of all positions eligible for sign-on bonuses and the corresponding amounts of the bonus, and maintain a history of eligible bonus amounts by position.

IV. Procedure

A. Referral Bonuses


- a. Employee must be listed as the referral source on the candidate's employment application.

- b. An offer of employment must be made to the candidate and accepted.
 - c. The candidate must complete 30 days of employment with UCP.
 - d. Referring employee receives full amount of referral bonus once the new hire has completed 30 days of work.
- B. Sign-on Bonuses – General
- a. Candidate is offered employment by UCP and accepts the offer.
 - b. New employee completes 30 days of employment and is paid one-half the sign-on bonus amount.
 - c. New employee completes 90 days of employment and is payed the remainder of the sign-on bonus amount.
- C. Sign-on Bonus – Specialized
- a. Candidate is offered employment by UCP and accepts the offer.
 - b. New employee completes 90 days of employment and is payed one-half the sign-on bonus.
 - c. New employee completes 1 year of employment and is payed the remainder of the sign-on bonus.

UCP reserves the right to change the types and amounts of bonuses given based on recruitment needs for programs, as long as prior agreements with existing staff are honored.



Scott Tash, CEO



Date