



EMPLOYEE REFERRAL PROGRAM

Refer a Friend! Earn \$125!

January 1 to June 30, 2019

How it works

Recommend a friend to apply for an open YMCA position. Your friend's successful completion of 90 days (regular) employment means a \$125 check for YOU!

- The referred employee must list you on his or her employment application.
- Submit the Employee Referral Form to your Branch Executive within 30 days of hire.
- The Branch Executive must date and sign the Employee Referral Form, and submit it to HR within two weeks of receipt.

Program Eligibility

1. The employee making the referral and the referred employee must be employed at the time the incentive is issued.
2. Referred individuals exclude re-hires or transfer employees.
3. There is no limit to the number of referrals an employee may make or the number of incentives paid to an employee.
4. HR staff and staff with hiring authority over the referred candidate's position are not eligible to participate.
5. HR Director will collect all employee referral program forms, verify eligibility, and issue awards.

The awarded amount is considered taxable and will be reported as income.

Employee Making Referral _____

YMCA Branch _____

E-mail Address _____

Full Name of Person Referred _____

Official Use Only:

Branch Executive Signature: _____ Date: _____

Date sent to Corporate HR: _____

YMCA of Central Stark County
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