



EMPLOYEE REFERRAL PROGRAM

Program

Connections Credit Union will reward eligible employees for the successful referral of new full time regular or part time regular candidates who successfully completes 90 days of employment of a continuous service. There is no limit to the number of referrals a referrer may provide. The referrer (employee) must email this completed *Referral Form* to the HR department.

Completion of full bonus payment will be given to the referrer (employee) following confirmation of the new employees' successful completion 90 days of continuous service. The incentive payment is valued at \$500.00 for each referral. The first installment will be paid to the active employee the first of the month following the referred employees' completion of 30 days of continuous employment. The second installment will be paid to the active employee the first of the month following a full 90 days of the referred employees' continuous employment. The referring employee must be actively employed at the time of payout.

Connections Credit Union reserves the right to vary, amend, change, or delete any and or all of this program at any time.

Conditions

When a candidate has already applied directly to CCU and an application or resume is already on file there will be no referral reward payable. It must be the applicant's first official employment related contact with CCU.

If two people, or more, refer the same candidate, the first referral received will be eligible for payment. If a joint referral is made (and received at the same time), the referral reward will be split evenly between the referring employees.

*note below for referral discretions

REFERRAL INFORMATION

Date of referral: _____

Name of applicant/candidate: _____

Position applied: _____

Branch applied: _____

Employee referring applicant/candidate: _____

Using Discretion

Tips for using discretion when referring applicants/candidates for employment to Connections Credit Union:

- 1) Have I had a conversation with them about the opportunity?
- 2) Would they be a good fit for the role?
- 3) Do their goals align with the team's and credit union's goals?
- 4) How well do I know them?
- 5) Why are they leaving their current job?
- 6) How would this referral affect my credibility at work?
- 7) How will this referral affect my friendship/relationship with them?
- 8) Have I referred others to work here?
- 9) If needed, could I see myself working directly with this person?

Refer to CCU's Nepotism Policy in Employee Handbook before placing referral