

EMPLOYEE REFERRAL BONUS PROGRAM

Make extra **CA\$H** and
work with a friend!



Working with a friend can take the “work” out of the job!
You get \$50, your friend gets hired, and together you get to go to the best events and concerts in the country!

I. Eligibility and Participation Definitions –

In order to be eligible to participate in this program, there must be an *Applicant* and a *Referring Employee* (defined as follows):

Applicant – A person who has never been, and is not currently employed with GMCS, and can pass a state and local background check.

Referring Employee – A GMCS employee who is currently in good standing, with current Security Guard license(s) (Excluding all full time employees). This referral bonus is not retroactive.

II. Referral Bonus Amount -

The Referring Employee will receive \$50 per Applicant referred when they have completed the training and work requirements.

III. Referral Bonus Program Administration -

The *Referral Bonus* payment will be paid in a lump sum to the *Referring Employee* when the *Applicant* has:

1. Completed all training requirements for the state the *Applicant* is licensed in.
2. Obtained Security Guard license in hand.
3. Worked **40 hours** without incident, within the first 6 month of employment.
4. Worked **10 events** without incident, within the first 6 months of employment.

IV. General Terms and Conditions -

GMCS will provide a form for completion and submission by the *Applicant* with both the *Referring Employee's* and *Applicant's* signature indicating that the *Referring Employee* has made the referral.

Both the *Referring Employee* and the *Applicant* must be employed by the agency when any referral bonus is paid.

Any disputes arising from this program will be the responsibility of GMCS management to resolve and will not be considered a grievance under the State Employee Grievance Procedure Act.

The hiring process will be fair and consistent with company policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.

GMCS Employee Referral Form

Referral Guidelines

- 1. To refer a potential employee, please complete this form and return it, along with a copy of the prospective candidate's application, to the GMCS office.
- 2. You are eligible for a referral award only when you refer external candidates.
- 3. Must meet and agree to the program as outlined in the Employee Referral Bonus Program Guidelines.

Referring Employee Information

Referring Employee Name: _____

Referring Employee Email: _____

Referring Employee Phone: _____

Date: _____

Applicant Information

Applicant Name: _____

Applicant Email: _____

Applicant Phone: _____

Position and State Applied For: _____

Referring Employee Signature: _____ Date _____

Applicant Signature: _____ Date _____

For H.R. Office Use Only:

Date Received: _____ Date Interviewed: _____

Date Hired: _____

Approved By: _____