

Referral Bonus Policy

Description

Knight Federal Solutions is always looking for talented people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company through employee referrals are excellent contributors and stay with the company longer.

That's where you come in! If you know someone who would be a good addition to the Knight Federal Solutions team, you may be awarded a referral bonus of \$500 if you refer a candidate and he or she is hired and remains employed for 6 months.

Employees must refer candidates to Human Resources through the employee referral program by using the attached candidate referral form. Resumes should not be sent to the prime or the customer.

Program Rules

- All Knight Federal Solutions employees, except those at Vice President level and above, Human Resources personnel, and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Knight Federal Solutions. Temporary, contract and former employees of Knight Federal Solutions are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Knight Federal Solutions during the hired candidate's 6 months of employment to receive payment of the referral and must be an active employee at time of payment.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid within 30 days after the referred employee's first 6 months of employment at Knight Federal Solutions.
- All referral bonuses are considered taxable wages and will be included on the scheduled payroll period in which it is eligible.

Candidate Referral Form

Candidate's Name:

Referring Employee:

Employee Phone:

Employee Email:

I have read and understand the referral program rules.

Referring Employee's Signature

Date

Program Manager's Signature

Date

Director of Program's Signature

Date