Employee Referral Reward Policy

Abode Services takes great pride in its recruitment and selection process, which results in people like you joining our organization. Our past history indicates that our best resource for identifying candidates likely to meet our rigorous standards is existing employees. Thus, as part of our recruitment and selection process, we have implemented a new employee referral program. Employees of Abode Services are immediately eligible to refer candidates. If an individual referred by a current employee is hired, the referring employee can receive a reward up to $500.

1. Human Resource department employees and Abode Services’ managers to whom a candidate will report, directly or indirectly are excluded from receiving referral rewards.
2. If the referral candidate is hired and moved under the supervision of the person who referred them, no further reward will be paid.
3. There will be no referral reward if the employee submits the completed referral form after the candidate has already applied or submitted their resume on their own.
4. Once a referral is hired, the employee designated as the nominee will receive 50% of the referral reward. After the referral completes 180 calendar days, the employee will receive the other 50% of the reward. (If the referring employee leaves Abode Services before 180 calendar days, they will not receive the second reward.) Both the employee and the hired referral must be active employees, in good standing at the time of payout.
5. In the event that the same candidate is referred by more than one employee, the date of the earliest referral will govern.
6. The referral must represent the candidate’s first contact with Abode Services. Temporary staff, people who have interned with Abode Services within the last 2 years, contract and former employees of Abode Services are not eligible for referral rewards.
7. To be eligible for a reward, referrals must first be submitted to Human Resources and must include a Referral Reward Form and a resume or employment application. There will be no referral reward if the employee submits the completed referral form after the candidate has already applied or submitted their resume on their own.
8. The referring employee must agree to have his/her name used for introduction.
9. Only employees who meet the essential qualifications for the position will be considered.
10. All candidates will be evaluated for employment consistent with Abode Services policies and procedures.
11. All information regarding the hiring decision will remain confidential.
12. Any disputes or interpretations of the program will be handled through Human Resources.
13. Candidate referrals for a position expire after 6 months.
14. Employees who make a referral will receive a reward, even if the referred candidate is hired into a position for which they weren’t referred.
15. Employees can refer a relative as long as they are not in the same program and not going to supervise them directly or indirectly.

If you have a candidate in mind for referral, please complete the Employee Referral Reward Form and forward to Human Resources either electronically or by paper copy.

Note: This program is subject to ongoing review by Abode Services Administration and can be revised at any time.

*Taxes will be withheld from payment of reward.
Employee Referral Reward
Frequently Asked Questions

Here are some of the most common questions we received about this policy. If your question is not included here, please speak with your Supervisor or call Human Resources to get an answer.

Q1. I was just hired, am I eligible to participate in this program?
A1. Yes you are, as long as you are classified as an active, regular employee. If you are not sure, ask your supervisor or Human Resources about your status.

Q2. I have a relative I would like to refer, is that allowed?
A2. Yes, but there are specific guidelines. The referring employee cannot supervise the candidate directly or indirectly and they cannot work members of the same program team. (See #15 of the policy)

Q3. I referred someone for a position, but they were hired for a different position. Am I still eligible for a Referral Reward?
A3. Yes, as long as you will not be supervising him/her and were hired within 180 days of submitting your referral. (See #2 & #14 of the policy)

Q4. I just gave my notice to resign will I be eligible to receive my Referral Reward?
A4. No, once notice is given or after termination of employment by the candidate or employee, there will be no Reward payout. (See #4 of the policy)

Q5. Can I refer someone more than once?
A5. Yes, your referral is considered active for 6 months. You do not need to submit a second form. After 6 months, you can refer them. (See #13 of the policy)

Q6. I know someone who worked for Abode Services previously, can I refer them?
A6. Yes, you can refer them, but you will not be eligible for a Reward because former employees, as well as others, are excluded. (See #6 of the policy for a complete list)

Q7. My coworker and I both submitted a Referral Reward form for the same candidate. Who gets the payout if the candidate is hired?–Do we have to split it?
A7. No, you don’t split it. Whoever submitted the form first will be eligible for the reward. The date and time on your email or fax will be considered the official submission date/time. Remember it has to be submitted to Human Resources before sharing with hiring managers. (See # 5 of the policy)

Q8. What is the best way to send the form and paperwork of anyone I am referring?
A8. You can fax, email or personally drop off to Human Resources. (The Abode Services Intranet site has all of the contact information for Human Resources.)