Latin American Youth Center/Maryland Multicultural Youth Centers (LAYC/MMYC)
Employee Referral Program (Effective Date 10.1.21)

Policy Description
Latin American Youth Center/Maryland Multicultural Youth Centers (LAYC/MMYC) encourages staff to identify friends or colleagues interested in employment opportunities and refer qualified external applicants for posted jobs. Research has shown, and our own experience supports, that new hires who come into an organization through employee referrals are excellent staff and stay with the organization longer.

That's where you come in! If you know someone who would be a good addition to LAYC/MMYC's team, you may be awarded a referral incentive if you refer a candidate who is hired. Only candidates who meet the essential qualifications will be considered and evaluated for employment consistent with organization policies and procedures. Please see specific procedures and exclusions below.

Any disputes or interpretations of the employee referral program will be handled through LAYC's Human Resources department.

Referral Incentive Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Incentive Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level One: Referral and hire</td>
<td>$200.00 (after taxes)</td>
<td></td>
</tr>
<tr>
<td>Level Two: Add-On referral and hire for hard to fill positions</td>
<td>Level 1 Incentive of $200.00 + $150.00 Add On (after taxes)</td>
<td>“Hard to fill” Definition: Positions requiring a unique skill set, specialized training, Bachelors/Masters degree, state licensures, etc. as determined by LAYC HR department.</td>
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<tr>
<td>Level Three: Anniversary Add-On</td>
<td>$200.00 upon referred candidate’s one year anniversary</td>
<td>Referring employee must still be employed at LAYC to receive add on.</td>
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Referral Procedures
1. LAYC employee must obtain permission from the referred candidate before making a referral. As part of permission, LAYC employee should share knowledge of LAYC/MMYC, but should not make commitments or verbal promises of employment.

2. Candidate submits resume and/or completed employment application to hiring manager designated in job posting.

3. LAYC referring employee should complete and submit candidate referral form to hiring manager for signature. Hiring manager will send to LAYC HR department.

Requirements:
   a. Referral date cannot be earlier than the date the job opening is posted.
b. Hiring of a referred employee must occur within 90 days (three months) of the initial referral date.
c. Referring employee must agree to have their name used when the hiring manager contacts the candidate.
d. Separate referral form must be submitted for each position a candidate is referred to.

4. If referred candidate is hired, hiring manager emails referring employee with a cc to HR department.

Requirements:
   a. All other information regarding the hiring decision will remain strictly confidential.

5. Once email is received from hiring manager, HR will begin incentive payment process.

Requirements:
   a. Level One and Two referral incentive payments will be paid within 90 days after the referred employee's first day of employment at LAYC/MMYC.
   b. For Level Three referral incentive payment, the referring employee must email LAYC/MMYC’s HR department at the hired employee’s one year anniversary mark to begin the payment process. Level 3 referral incentive payments will be paid no later than 90 days after the referred employee's first anniversary of employment at LAYC/MMYC.

Exclusions

1. LAYC/MMYC Senior leadership, human resource personnel, and any person with hiring authority over the candidate, is not eligible for referral incentives.
2. LAYC/MMYC directors are only eligible for referral incentives for referred candidates for positions outside their own department.
3. Only the first LAYC/MMYC employee to refer a candidate will be eligible for referral incentives. “First” is determined by the date on the email of the candidate referral form sent to the hiring manager and HR department.
4. AmeriCorps members currently serving or who are completing current terms of service are not eligible as referral candidates.

Definitions

Referring employee – Current LAYC employee who recommends an individual for an open LAYC/MMYC position.

Referred employee – An individual recommended by a current LAYC employee for an open position.
Latin American Youth Center/Maryland Multicultural Youth Centers (LAYC/MMYC)
Candidate Referral Form

Job Title:  
Hiring Manager:  

Candidate’s Name:  
Referral Date:  

Referring Employee’s Name:  

Work Phone:  
Work E-mail:  

I have read and understand the referral program procedures and exclusions.

____________________________________  __________________
Referring Employee’s Signature  Date

I certify that the hired candidate was referred by the employee above.

____________________________________  __________________
Hiring Manager’s Signature  Date

INTERNAL USE ONLY:

To: Payroll

From: Human Resources

Charge To:

Target Date for award payment:  (within 30 days of hire date below)

Referred candidate's hire date: