

Chittenden Solid Waste District

Employee Referral Program Procedures

Description

CSWD's most valuable asset is our employees. We are searching for a candidate to fill an open position and we'd like your help. Do you know someone who would be a good addition to CSWD's amazing team? If so, you may be awarded a referral bonus of \$250 if you refer a candidate who is hired.

Employees must complete the referral form and send to the Administrative Director Amy Jewell by e-mail to ajewell@cswd.net.

Referral Program Rules

- All CSWD employees (except the Executive Director, Administrative Director, and any directors or 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.
- Temporary, summer, contract, and former employees of CSWD are not eligible candidates for referral awards.
- The referring employee must agree to have his or her name used when CSWD contacts the candidate.
- The first employee to refer a particular candidate for a specific position 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 CSWD's procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by CSWD during the hired candidate's first 30 days of employment to receive payment of the referral bonus.
- All referral bonus payments will be paid to the employee after the new hire has remained in the position for 60 days with CSWD.

**Chittenden Solid Waste District
Candidate Referral Form**

Job Title: _____

Candidate's Name:

Referral Date:

Referring Employee's Name:

Work Phone:

Work E-mail:

I have read and understand the referral program rules.

Referring Employee's Signature

Date

Attach the candidate's resume or application and submit this form to
Human Resources.

INTERNAL USE ONLY:

To: Finance Department

From: Human Resources

Payment to: _____

Target Date for award payment: _____

(within 60 days of hire date below)

Referred candidate's hire date: _____