EMPLOYEE REFERRAL
BONUS

1. Eligible employees who refer a candidate that is selected to fill a position with the company will receive up to **$500** for regular positions. *(see eligibility information, guidelines and payment information)*

2. WHO CAN YOU REFER?

SYNC Employees   * SYNC Contractors*   * SYNC Candidates*

3. HOW DO YOU REFER?

A. Send an email to hr@syncemploymentcenter.com with the following information:
   a. *"Employee Referral"* entered in the subject line of the email
   b. Referred applicants First / Last name *(in the body of the email)*
   c. Referred applicants email address *(in the body of the email)*
   d. Referred applicants telephone number *(in the body of the email)*
   e. Instruct referred applicant to **NOT** submit an application/resume until an HR rep instructs them to

4. A member from the HR department will review the submitted information and contact the referred applicant. If the applicant you referred is offered and accepts a position, you will be notified by Human Resources and your referral award will be processed accordingly:
   a. **$250.00** - After the referring employee works **60 days** following certification.
   b. **$250.00** - After the referring employee works **90 days** following certification.

Guidelines:

* Referring email must be submitted/received as instructed above.
* The individual submitting the referral must be the first to recommend the candidate and the hire must be a result of the referral *(time-stamped via first email received)*.
* If two employees make the same referral, the referral that was email time stamped first will be accepted.
* Employees can not submit a referring email AFTER an application has been submitted by the candidate.
* The referring applicant must be selected to fill a regular position.
* Both participating/referred employee(s) must have contact information up to date to receive award(s).
* Referrals are valid for 12 months from candidates hire date.

Eligibility for Awards:
All regular employees, contractors and candidates with the exception of HR members and managers are eligible to participate in ERP.

Payments of Awards:
The award will be considered as taxable income and will be reflected on W-2 and 1099 forms. First payment will be $250.00, (60) days after certifying and $250.00 (90), days after certifying. Referring employee must be within compliance of their Average Handle Time, First Call Resolution and Commitment Adherence.

Employee Referral Program subject to change depending on availability and demand.
SYNC Employment Center reserves the right to cancel/modify this program at any time.