



E-120.3

## **Policy and Procedure on Employee Recruitment Program**

### **Policy:**

Range Center, Inc. seeks to employ qualified individuals with a sincere desire to work with people with developmental disabilities. It is the policy of Range Center, Inc. to encourage current employees to assist in the recruitment of qualified individuals. Range Center, Inc. will provide a financial incentive for current employees wishing to actively participate in recruiting qualified employees.

### **Procedure:**

Range Center, Inc. will award financial incentives to current employees (recruiters) for each qualified employee they recruit under the following conditions:

1. The current employee (recruiter) signs the new employee's job application prior to the new employee completing it. Completed job applications must be submitted to the Human Resources Department. If the applicant is hired, the current employee (recruiter) will be added to the upcoming payroll to receive a check for \$50.
2. The new employee remains successfully employed for at least 6 months. The current employee (recruiter) will receive a check for \$100 when the new employee successfully completes their 6-month probation at Range Center, Inc.
3. The current employee (recruiter) remains actively employed with Range Center, Inc.;
4. All employees, including probationary employees and substitutes, may participate in the incentive program.

### **Policy E-120**

Approved: August 24, 1995

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