

## Employee Referral Incentive Program

For hard-to-fill openings, RAILS will offer the following rewards for employee referrals. Hard-to-fill roles are defined as job openings that have been posted and produce no quality candidates. The role(s) will be reposted on the RAILS job board, and the posting will clearly state the role is eligible for an employee referral. If a candidate is hired from an employee referral, the referring employee will have the option of choosing between vacation or personal time or a monetary reward. The payout will take place in two distributions; the first after the new hire’s 90<sup>th</sup> day of service and the second after the new hire’s 180<sup>th</sup> day of service.

### Option 1: Time-Off Reward

Position Hired	Time-Off Reward
Full-Time Staff	7.5 hours
Part-Time Staff	1 day prorated

### Option 2: Cash Reward

Position Hired	Monetary Reward
Full-Time Staff	\$200
Part-Time Staff	\$100