

EMPLOYEE RETENTION INCENTIVE PLAN

Employee Referral Program

For hard-to-fill openings,* RAILS will offer the following rewards for employee referrals. 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 90th day of service and the second after the new hire’s 180th day of service.

**Hard-to-fill roles are job openings that have been posted and produce no quality candidates.*

Option 1—Time-off reward

| Position Hired | Full-time | Part-time |
|----------------|------------|-----------------|
| Staff | 3.75 hours | ½ day prorated |
| Manager | 7.5 hours | 1 day prorated |
| Director | 15 hours | 2 days prorated |

Option 2—Cash reward.

| Position Hired | Full-time | Part-time |
|----------------|-----------|-----------|
| Staff | \$200 | \$100 |
| Manager | \$400 | \$200 |
| Director | \$600 | \$300 |

Commented [SD1]: Biz raised a concern regarding a potential inequity within the Employee Referral Program related to the differences in time-off and cash reward amounts based on employee title or position level. The concern noted that the structure may feel inequitable when rewards are tied to the referring employee’s position rather than the difficulty of filling the role being referred for. It was suggested that the program could be perceived as more equitable if reward amounts were based on the hiring needs or the difficulty of filling certain positions, rather than the level or title of the employee making the referral.