

Employee Referral Program

A. Purpose

MAPP's employee referral program is a more reliable and cost-effective recruiting tool for the purpose of aiding in our recruiting efforts to "hiring the best", decrease turnover, and reward MAPP employees for valuable recommendations of qualified candidates that would fit within the MAPP culture. This program is not designed to encourage MAPP employees to become "head hunters" and submit candidates in volumes.

B. Eligibility

1. Regular, full-time and part-time employees.
2. Employees **NOT** eligible to receive a referral bonus include:
 - a. Executive-Level employees (i.e., Directors, Project Executives, BULs, Vice Presidents are not eligible),
 - b. Temporary employees
 - c. Supervisors hiring for their departments due to a conflict of interest
 - d. Employees that refer someone that is hired for an intern/part-time position. (In the event that the employee is hired full-time at a later date, then the referring candidate will be eligible at that time for a referral bonus, excluding recent college graduates.)
 - e. The referral of a recent college graduate that is hired.

C. Policies

1. The referral form must be completed and submitted to Human Resources along with a copy of the resume/application of the potential candidate **prior** to any scheduled interviews for evaluation of eligibility and approval.
2. All referrals should be someone with whom you, or another reliable business acquaintance, have an established business or personal relationship to receive the maximum disbursement. Evidence of prior personal or professional relationship with the referred candidate must be furnished for review and approval. A finder's fee not to exceed \$500 will be considered for candidates that are sourced otherwise. The Referral Form must be completed and submitted for approval.
3. Candidates sourced from all recruiting events and functions are NOT eligible.
4. When a current MAPP employee refers a candidate for an open position within MAPP that results in a new hire, a referral bonus will be paid to that employee. The bonus will be earned and paid in 2 phases, 50% of the referral amount when and if the referred candidate remains successfully employed for 90 days, and the remaining 50% when and if the referred candidate remains successfully employed for 6 months. **If it is determined that prior relationship with the referred candidate did not exist then the referral bonus is subject to reduction of the scheduled disbursement or not at all.**

5. Employee Referral Amounts (the referral bonus is the gross amount, subject to the applicable tax withholdings)
6.
 - a. \$10,000 for Superintendents/Project Managers/Preconstruction Managers (increased from \$4,000)
 - b. \$5,000 for Assistant Superintendents/Assistant Project Managers/Assistant Preconstruction Managers (increased from \$2,500)
 - c. \$2,500 for Project Engineers/Preconstruction Engineers
 - d. \$1,000 for all other positions
 - e. All applicable taxes and 401K contributions will apply to bonus payments.
7. Referral Bonuses, if earned, will be paid at the 90-day and 6-month dates. For example, if an employee refers a candidate for an Assistant PM position, the MAPP employee will receive \$2,500 after 90-days and will receive the remaining \$2,500 after the referred candidate is here 6 months. Bonuses will be paid in the pay period in which they come due.
8. Referring Employee must be actively employed at the time the referral bonus is scheduled to disburse in order to qualify.
9. The Referring Employee should submit the applicant's cover letter and/or resume along with the completed Bonus Submission Form to the Personnel Relations Department and the Division Manager to whom the referring employee would report. Bonus Submission Forms are located on the General Drive in the Forms Folder.
10. If duplicate referrals exist, the referral bonus will be paid to the employee who submitted all forms to the Human Resource Department and the appropriate Division Manager first or if it truly was a joint referral, the referral bonus may be split. CFO and the appropriate Division Manager will make the final determination in the event of a dispute.
11. Both employees MUST actively employed at MAPP in order for a referral bonus to be paid. If the referring employee is out due to leave of absence, for any reason, then the referral bonus will be available when that employee returns to work.
12. MAPP reserves the right to modify this and any other policy at any time.