

		Policy Number: AG011
Subject:	FINDERS FEE PROGRAM	
Section:	ADMINISTRATIVE	
Effective Date:	06/27/2014	Review Date: 02/13/2015
		Revised Date:
<input checked="" type="checkbox"/> New Policy		<input type="checkbox"/> Supersedes Policy Dated:
Issued by: HR Administrator	Concurred with and Approved by: Jim Burns, Director Initial: _____	
Distribution:	All employees of Family Focus, Inc.	

PURPOSE:

The purpose of implementing a Finder's Fee Program is to encourage employees to introduce potential employees to the organization. The policy will reward full time employees who are responsible for the referral with a monetary incentive, when the new hire has successfully accomplished an employment period of nine (9) months.

PROCEDURE:

The Finder's Fee Program will provide a monetary incentive to any full-time employee who recommends an individual for a posted, full-time position. The fee will be paid, provided that the candidate proceeds through the normal interview and new hire process, is hired and remains employed for a minimum of nine months. At the end of this nine month period, the amount to be paid is \$100.00.

1. Employees who wish to refer and recommend a potential employee for consideration should provide a copy of the candidates resume to their HR Administrator or Supervisor. The referring employee's name should be highlighted on the resume with the date submitted. Resumes must be forwarded to the HR Administrator for tracking and Fee approval.
2. Due to the nature of their positions Managers, the Director, and the HR Administrator will be excluded from the program.
3. The program will apply to all full-time, available positions posted.
4. When the new employee reaches the nine month employed date the accounting department will compensate a \$100 Finder Fee to the employee.