



ACC EMPLOYEE REFERRAL BONUS

The ACC is always looking for good people, and you can help. Research has shown that new hires that come through employee referrals are excellent contributors, stay with the company longer and are a more cost effective recruit.

If you know someone who would be a great addition to the ACC and they meet the qualifications for an existing open position, it may be worth some **\$\$\$\$** if you refer them for employment and they are hired!

Encourage your friends, and acquaintances to apply today! Be sure to let them know to indicate your name on their on-line application and relationship to you.

ELIGIBILITY REQUIREMENTS

- In order to receive the referral bonus, your name and relationship to you must be entered by the candidate on the Employment Application.
- Both the employee who made the referral and the employee who was hired must be “active” employees and not on a “Leave of Absence” at the time payouts are disbursed.
- This program is designed for external hires only and does not apply to internal transfer applicants.
- **All ACC employees are eligible for the referral bonus except;**
 - Executive Management
 - Human Resources
 - Supervisors or Managers involved in recruiting or hiring an employee who will report directly to them.
- **The following do not qualify as referrals;**
 - Internal employees
 - Temporary employees & consultants
- All candidates will be evaluated for employment consistent with ACC policies and procedures. Only candidates who meet the essential qualifications for the position will be considered.

REFERRAL PROCEDURE

- The referral bonus amount is based on the status of the hiring position and are as follows;
 - \$300 for Management (manages more than one employee)
 - \$150 for all other full-time positions
 - \$75 for part-time positions (20 hours or more per week)
- Upon completion of 180 days of employment, the referring employee will be issued the referral bonus on their payroll check based on eligibility requirements.
- The referral bonus check reflects the net amount of the referral bonus (taxes have already been withheld).
- The referral bonus amounts will not be paid if the referred employee becomes “inactive” before completing 180 days of employment.
- If the referred employee changes status from part-time to full-time or full-time to part-time you will be paid based on the original status the referred employee was hired.



Contact Human Resources with any questions at (213) 637-7494