



Employee Referral Program Procedures

Description

FFT and FFT Staffing are always looking for good people, and you can help. New hires who come into FFT and FFT Staffing through employee referrals are excellent contributors, stay with the company longer and are more cost-effective recruits.

That's where you come in! If you know someone who would be a good addition to FFT Staffing or FFT you may be awarded a referral bonus if you refer a candidate who gets hired.

Program Rules

- All FFT employees and FFT Staffing independent contractors, with the exception of Team Member Services and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with FFT. Former employees or former independent contractors are not eligible candidates for referral awards.
- To be eligible for an award, an employee or independent contractor must notify the Recruiter and/or Team Member Services with a candidate's name and phone number. In addition, the referred employee or independent contractor must notify the Recruiter and/or Team Member Services that they were referred.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee or independent contractor to refer a candidate will be the only referring employee/independent contractor eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated as outlined in company policies and procedures.
- All information regarding the hiring/contract decision will remain strictly confidential.
- The referring employee must be employed by FFT during the hired candidate's first 120 days of employment to receive payment of the referral.
- The referring independent contractor must be continuously accepting shifts from FFT Staffing during the hired contractor's first 50 hours of work to receive payment of the referral bonus.
- All referral claims must be made within the first 120 days of the new hire's employment.
- All referral bonus payments will be paid within 60 days after the referred employee/contractor has met the requirement eligibility.
- Any disputes or interpretations of this employee referral program will be handled through Team Member Services.



Payment Schedule is as follows:

1. Employee/Independent contractor referring a Salaried employee will receive \$2,000.00 (Payment schedule: \$1,000 at hiring and \$1,000 after 180 days of employment).
2. Employee/Independent contractor referring an hourly employee will receive \$250.00 after 120 days of continuous employment.
3. Employee/Independent contractor referring and independent contractor will receive \$50.00 after 50 hours of work.

Execution: The Recruitment team will keep track of referrals, will verify that the eligibility requirements have been met and pay out the referral fee when appropriate.

TMS reserves the right to change or increase incentives, based on hiring needs.