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<b>Employee Referral Bonus Program Procedure</b>		

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### 1.0 **Purpose**

Referral bonuses encourage current employees to refer applicants who meet the qualifications for open positions and rewards them monetarily when placement is successful. They are used to attract, recruit, and retain successful qualified talent to fill open full-time positions for employment. Constellis and its affiliate companies offer a Referral Bonus Program. The purpose of this procedure is to provide the parameters under which Constellis offers referral bonuses.

### 2.0 **Scope**

This procedure applies to current active employees.

### 3.0 **Definitions**

- N/A

### 4.0 **Roles & Responsibilities**

Recruiters:

On a weekly basis, the Employee Referral Bonus Report will be emailed directly from ADP to the Directors, Recruiting and Recruiting Managers for them to review and confirm with the Recruiters that all referred applicants that have applied to an open position have been contacted.

When a referred applicant applies to an open position, the Recruiter should have at least one phone conversation and/or personally email the applicant (qualified or not) acknowledging receipt of their resume.

If the applicant is not qualified for the position for which they applied, the Recruiter will explain to the applicant that they do not qualify but that their resume may be shared with other members of the Recruiting Team, and will be retained in the applicant tracking system.

Recruiter will document in ADP that the applicant was contacted, the date(s) they were contacted, and the outcome of the conversation.

Human Resources:

On a monthly basis, Human Resources will run the Employee Referral Bonus Report from ADP, which includes employee referral names, the employee who referred the applicant, and the applicant's date of hire. Human Resources will:

Inform employees that their referred applicants have been hired and started work.

Annotate the bonus amount for each referral who has completed 90 days of employment (CONUS positions) or has been deployed for 90 days (OCONUS positions), and update the report accordingly.

Submit the Employee Referral Bonus Report to the appropriate Recruiting Team for review and approval of the referral bonus payments. Submit the Employee Referral Bonus Report to appropriate Human Resources management for pre-approval.

Once approved by HR, inform employees that their referred applicants have completed 90 days of employment (CONUS positions) or deployment (OCONUS positions), the amount of the referral bonus, and when payment will be received.

Submit the approved Employee Referral Bonus Report to the Payroll Department for processing, and include the appropriate Human Resources personnel in the email communication. Referral bonus payments will be charged to the appropriate HR Project Code, Account Code, and Org Code.

## 5.0 Procedure

### 5.1 Reward Components

Level	Description	Bonus Amount
Tier 1	Corporate: All positions All International (OCONUS) and Investigations Positions: No Clearance	\$500
Tier 2	All International (OCONUS) and Investigations Positions: Current Secret and Current Top Secret Clearances	\$1,000
Tier 3	WPS Positions: No Clearance ScanEagle (qualified personnel) and AWG (active TS/SCI Clearance) Positions	\$1,500
Tier 4	WPS Positions: Active within scope clearance and SSBI must be within the past 24 months	\$2,000

The amount of the eligible bonus under the Employee Referral Bonus Program is determined for the Programs by the clearance level the applicant has prior to the offer of employment, and the clearance level required for the position being filled. All Corporate position referrals are eligible for the bonus amount at the Tier 1 level. The categories and bonus amounts may change from time to time.

## **5.2 Process/Submitting Referral**

Referred applicants must submit an online application through [www.constellis.com](http://www.constellis.com) and select “yes” when asked if they were referred by an employee, and indicate the referring employee’s name.

## **5.3 Program Rules**

Only ACTIVE employees can participate in the Employee Referral Bonus Program and must be active at time of payout.

Applicants actively processing and not yet employed by Constellis or one of its affiliate companies will not be eligible for a referral bonus.

Employees are eligible for the referral bonus for applicants hired into full-time and intermittent positions only. Casual and part-time positions are not eligible.

All employee referrals must apply for positions with Constellis or one of its affiliate companies through [www.constellis.com](http://www.constellis.com).

If positions are not currently available for which referrals are interested and qualified, they are encouraged to join the Constellis [Talent Network](#) so they can receive email notifications when positions that align to their skill sets become available. They can then apply online and indicate the employee who referred them for the applicable career opportunity.

The referring employee is eligible for the referral bonus payment after the referred employee completes ninety (90) days of employment (CONUS positions) or completes ninety (90) days of deployment (OCONUS positions).

## **5.4 Ineligibility for Referral Bonuses Based on Previous Involvement with Recruiting Staff**

If the referred applicant has been engaged in recruiting-related discussions, in the interview stage, or further with Constellis or one of its affiliate companies hiring process within the past 90 days of applying with employee referrals name.

If the referred applicant has worked for Constellis or one of its affiliate companies in any capacity, within the past 12 months prior to the referral date will not be eligible for the employee referral program. This includes any work as a temporary employee, independent contractor, or through any third party agency.

## **5.5 Ineligibility for Referral Bonuses Based on Position**

Employees in the following positions will not be eligible for the referral bonuses:  
Executive Management, Vice President Sr. Directors or Directors,

Recruiters, Recruiting Managers, Human Resources or any employee involved in the interviewing process, hiring decisions, or involved in the managing or supervising of the referred applicant.

#### 5.6 Changes to the Employee Referral Bonus Program

Constellis retains sole discretion in all decisions related to the Employee Referral Bonus Program and these procedures, and retains the right to change or terminate the Employee Referral Bonus Program at any time, with or without notice.

#### RELATED DOCUMENTS

- N/A

#### VERSION HISTORY

	<b>Version</b>	<b>Version Date</b>	<b>Author</b>	<b>Description</b>
1	1.0	8/13/2018	Denise Trometer	Initial Version
2	1.1	8/22/2018	Burchak Senyuva	Reformat
3	1.2	9/1/2019	Denise Trometer	Section 1.2 - Correction to secret clearance level wording and replace Mission Support with Global Support & Training Ops
4	1.3	5/1/2020	Denise Trometer	Revise Tier eligibility and referral source process Section 1.3. Change legacy to affiliate.
5	1.4	1/1/2021	Demise Trometer	Revise to 90 days of employment or deployment.