

## Employee Referral Program Procedures

### Description

Suna Solutions is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a company 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 you may be awarded a referral bonus of up to \$500.00 (less taxes) if you refer a candidate and they are hired.

Employees must refer candidates to Suna Solutions through the [employee referral program link](#).

### Program Rules

- 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 Suna Solutions. Temporary, summer, contract and former employees of Suna Solutions are not eligible candidates for referral awards.
- To be eligible for an award, an employee must refer candidates through the employee referral program link and a resume or employment application.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Suna Solutions during the hired candidate's first 30 days of employment to receive payment of the referral bonus and entry into the quarterly drawing.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid within 30 days after the referred employee's first day of employment at Suna Solutions
- Eligible referrals must be placed by Suna Solutions in a Company-recruited position (i.e. our client needs us to recruit to fill the position); the referral bonus is not applicable if the referral is placed in a position that our client considers for payrolled placements.



Career **Happiness** Delivered.

### Referral Bonus Pay Schedule

Referred Employee's Pay Rate	Referral Bonus	Eligibility
Up to \$20.00	\$25.00	Paid after the employee works 150 hours
\$20.01 to \$25.00	\$50.00	Paid after the employee works 150 hours
\$25.01 to \$50.00	\$50.00 \$100.00	Paid after the employee works 150 hours Paid after the employee works 500 hours
\$50.01 and over	\$150.00 \$350.00	Paid after the employee works 150 hours Paid after the employee works 500 hours