

# HELP US MAKE GREAT HAPPEN.

## TEAM MEMBER REFERRAL PROGRAM

The Team Member Referral Program was developed to encourage team members to assist in the recruitment of qualified personnel in critical areas of need for the association. The YMCA of Greater Charlotte rewards team members with:

- **\$200 bonus** (before taxes) for referring full-time, part-time or seasonal team members that complete 60 days of employment. Team members must work a minimum of three of four pay periods during those 60 days.

**\*Unless otherwise approved by the CHCO, this program is only available to those who do not act in a capacity to screen, hire, schedule, supervise or influence the hiring decision of team members being referred.**

### THE PROCEDURE IN WHICH TO QUALIFY FOR A REFERRAL BONUS IS AS FOLLOWS:

- Team member refers the candidate to the YMCA of Greater Charlottes careers page to apply for an open position. The candidate must indicate "Employee Referral" in the employee referral field of the application, indicating the full name of the YMCA team member who referred them for employment.
- Referrals made after a candidate has submitted an application will not be accepted.
- The referring team member will receive an email letting them know that their referral was hired, after the hiring process is complete.
- Once the referred candidate completes 60 days of employment, the referring team member will receive the bonus amount as outlined above. Both the referring team member and the referred team member must be employed by the YMCA at the time of the scheduled bonus payout.
- Bonuses will be paid out in conjunction with the YMCA's normal payroll schedule. The bonus will be reported as taxable income for IRS purposes.
- There is no limit to the number of team members that you can refer.
- Bonus is payable for first time, external candidates only (i.e. rehire or internal transfer candidates do not count as eligible referrals).
- Any questions about the program or eligibility should be directed to [careers@ymcacharlotte.org](mailto:careers@ymcacharlotte.org) or your HR Business Partner.



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