



Patriot Enterprises, LLC  
2000 Duke Street  
Suite 300  
Alexandria, VA 22314  
Phone: 866-694-9516

Policy	Effective Date	Approver
Employee Referral Program	1 July 2023 (Rev.1)	Patty Weaver, VP Business Operations

### **I. Purpose**

Patriot Enterprises places great importance on employee referrals because we trust that our employees know qualified people who are right for our company. We want to make this process as smooth as possible for our employees and those who they refer. The information in this policy provides information on a cash incentive to all employees who provide qualified candidates that are hired to be a part of the Patriot Enterprises Team.

### **II. Scope**

This policy applies to all Patriot Enterprises employees, except for employees who hold Patriot Management positions that participate in the hiring actions and/or interviewing duties of the referred position.

### **III. Responsibilities**

- A. Recruiting Team: Provides completed form to VP Business Operations for final approval and processing
- B. Payroll/Human Resources: Payment of bonus to authorized employees.

### **IV. Policy and Procedures**

- A. All full and part time Patriot Enterprises employees are eligible to receive a cash bonus on a new referral within the scope provided above.
- B. For a new referral to qualify for a cash bonus, the employee making the referral must contact the Patriot Recruiting Team via email with the resume of the individual being referred. Human Resources must receive this information before the potential candidate's initial screening.
- C. If more than one employee submits the same candidate, the cash bonus will be provided to the first employee who made the referral to the Patriot Recruiting Team.
- D. There is no limit to the number of referrals for any employee.
- E. If a candidate is referred and they are already in the recruiting database from a previous application, another referral source or the Recruiting team, the referral



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does not qualify for the program. In these situations, the employee would be notified by the Recruiting team in writing.

- F. You do not need to refer a candidate for a specific position – you can make a general referral of a qualified candidate to Patriot Enterprises. If your referral is accepted by Recruiting as a potential hire and is, subsequently, hired for any full-time position with Patriot within twelve (12) months of the referral, you will be eligible for the appropriate bonus.
- G. To receive the cash bonuses, the candidate must be selected for the position, hired, and work in the position for 90 consecutive days.
- H. Cash bonuses will not be considered when the individual referred is a former Patriot Enterprises employee.
- I. Cash bonuses will be awarded in three levels for employees hired in the following categories:
  - 1. Tier One: \$500.00 (Managers and Above Hires)
  - 2. Tier Two: \$250.00 (Professional Hires)
  - 3. Tier Three: \$100.00 (Administrative and Clerical Hires)
- J. To receive the cash bonus, the referring employee must be an active employee of Patriot Enterprises.
- K. To receive the cash bonus, the referring employee must be in good standing at the time the cash bonus is paid.
- L. To receive the cash bonus, the referring employee, other than providing the referral candidate to Recruiting, will not be part of the recruiting process or hiring authority.
- M. To submit your referral, please complete the form below and send to Patriot Enterprises, Director of Recruiting at [Recruiting@patriotenterprisesllc.com](mailto:Recruiting@patriotenterprisesllc.com)



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## Patriot Enterprises Employee Referral Form

### I. REFERRING EMPLOYEE INFORMATION

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
Program/Contract \_\_\_\_\_ Job Title \_\_\_\_\_  
Work Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### II. REFERRAL INFORMATION

Referred Candidate's Name \_\_\_\_\_  
Contact Number \_\_\_\_\_  
Date of Referral \_\_\_\_\_ Candidate Tier (1,2,3) \_\_\_\_\_

#### Reason for Referral

\_\_\_\_\_

Referring Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Once complete, please send referral form to Patriot Enterprises Recruiting to the Patriot Recruiting Manager, Linn Zeh to [recruiting@patriotenterprisesllc.com](mailto:recruiting@patriotenterprisesllc.com)

### III. HIRING MANAGER INFORMATION

I certify that \_\_\_\_\_ started work on \_\_\_\_\_

I certify that the employee listed in Section I above made this referral and it has resulted in the hire of the referred candidate. I recommend an Employee Referral Award for \_\_\_\_\_.

Print Full Name of Referring Employee

If the referred candidate is actively employed after 90 days of employment, the Employee Referral Award based on the Tier \_\_\_\_\_ will be paid via payroll reimbursement in the paycheck following confirmation of the candidate active work status to the Referring employee.

### IV. REFERRAL AWARD ELIGIBILITY DATE:

### V. APPROVAL: VP OPERATIONS: