

The Arc Baltimore's Referral Program Rules

- All employees at The Arc Baltimore are eligible for the referral bonus, **except** those at vice president level and above, Human Resources personnel, and managers with hiring authority over the referred candidates.
- To be eligible for \$500 referral bonus, an employee must submit the referee name on their application.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 30 days of the initial referral date.
- The referral must represent the candidate's first contact with The Arc Baltimore. Temporary and former employees of The Arc Baltimore are not eligible candidates for referral awards.
- 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 The Arc Baltimore during the hired candidate's first 90 days of employment to receive payment of the referral bonus.
- **All referral bonus payments will be paid after the referred employee completes the first 90 days of employment with The Arc Baltimore.**
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.



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