



## MARC Employee Referral Bonus

The MARC employee referral bonus is an opportunity for existing MARC employees to refer someone they know for employment at MARC. If the referred individual is hired and successfully passes the 6 month probationary period, the referring MARC employee will receive a \$250 one-time bonus.

1. Form below must be submitted to the HR Director prior to the 1<sup>st</sup> interview.
2. Once hired by MARC the referred employee must successfully pass the probationary period.
3. Employee submitting for bonus must be employed by MARC during the same pay period as referred employee passes probationary period.
4. If 2 or more MARC employees make the same referral, the \$250 will be split accordingly.

Employee Name: \_\_\_\_\_

Date of Submission: \_\_\_\_\_

Received by Supervisor: \_\_\_\_\_

Referral Name: \_\_\_\_\_

Date Referral Hired: \_\_\_\_\_

Date of Probationary Evaluation: \_\_\_\_\_

Director approval of referral successfully passing probation: \_\_\_\_\_

\_\_\_\_\_

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HR Department

MARC employee receiving Referral Bonus: \_\_\_\_\_

Date: \_\_\_\_\_

Accounting: \_\_\_\_\_