



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, the referring MARC employee will receive a \$500 bonus on the first payroll following 30 days of employment. The referring MARC employee will receive an additional \$500 bonus when the referred employee successfully passes the 6-month probationary period. The referral work must not be done on paid time.

1. Form below must be submitted to the HR Director prior to the 1st 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 \$1000 will be split accordingly.

This policy is effective Jan 1, 2026 through December 31, 2026.

Employee Name: _____

Date of Submission: _____

Received by Supervisor: _____

Referral Name: _____

Date Referral Hired: _____

Date of Probationary Evaluation: _____

Director approval of referral successfully passing probation: _____

HR Department

MARC employee receiving Referral Bonus: _____

Date: _____

Accounting: _____