

Finder's Fee Program

Choices In Community Living supports all employees to take an active role in recruiting good employees for our agency. A Finder's Fee will be paid to CICL employees whose referral for employment is hired and stays employed for 90 days, 6 months and one year.

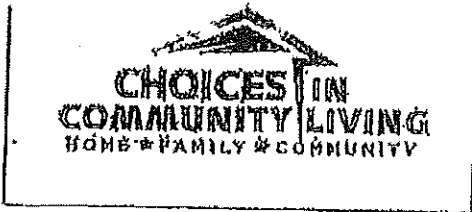
The following steps outline the process:

- 1) candidate must mention on their application that they were referred by the CICL employee or fill out the finders fee section in the processing packet.
- 2) CICL employee completes a Employee Referral Finders Fee request and sends it to the HR department. This must be completed prior to the candidate becoming an employee.
- 3) Candidate is hired, and remains employed by CICL . See table below for the time periods and associated finders fee pay out.
- 4) Finders Fees do not apply to re-hiring employees

Staff classification	Completion of initial orientation	90 days of employment	6 months of employment	1 year of employment
All positions and classifications	\$100	\$250	\$100	\$100

GUIDELINES

- Must be a CICL employee
- Finders fee will be paid on the employees next regular paycheck
- There is no limit to the number of candidates an employee can refer
- Only one finders fee will be paid per each referral
- Candidates hired as substitutes in unscheduled positions are not eligible for referral fee payments
- Finders fee payments are taxable income
- Officers and Human Resource staff are excluded from participating in the finders fee program



Finder's Fee Request

Referrals/Applicant Name: _____

Date of Referral: _____

Relationship to Referral: _____

Reason for Referral / Comments about Applicant

Employee's Name: _____

Date: _____

Please submit this request to Human Resources, 1651 Needmore Road, Dayton, Ohio 45414 or fax to 937/898-3553 or email to tgrooms@cioloh.com. If you have any questions, feel free to contact HR at 9-37/898-2220.

Hire Date: _____

Eligibility Dates: _____