

## EMPLOYEE REFERRAL PROGRAM GUIDELINES

### RennerBrown Referral Policy

Tier	Job Titles	Qualifying Period	Referral Bonus
One	<ul style="list-style-type: none"><li>Helpdesk (phone support)</li><li>Entry Level Technician</li><li>Hardware Break/Fix</li><li>Rollout/Migration</li><li>Install, Move, Add &amp; Change (IMAC)</li></ul>	8 Weeks (40 working days)	\$250
Two	<ul style="list-style-type: none"><li>Desktop Support</li><li>LAN Administrator</li><li>Server Technician</li><li>Security Technician</li><li>Telecom/Cabling/Infrastructure</li><li>WAN Engineer</li></ul>	12 Weeks (60 working day)	\$500
Three	<ul style="list-style-type: none"><li>Project Manager</li><li>High Level Position</li></ul>	16 Weeks (80 working days)	Based on Job Duties & Salary

#### Guidelines:

1. All RennerBrown employees are eligible to participate.
2. If more than one employee refers the same candidate, the first referral received will be honored.
3. Awards will not be made for re-hires.
4. A new Employee Referral Recommendation form must be submitted.

#### Procedures:

1. When referring an individual, the employee MUST:
  - a. Complete an Employee Referral Recommendation Form
  - b. Forward the completed for the appropriate Recruiter
2. The RennerBrown employee will be informed whether or not the referral has been "Hired".
3. Award payments will be included in the employee's regular paycheck and will be subject to all applicable taxes.

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#### SUBMITTED BY:

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

Name of Applicant Being Referred: \_\_\_\_\_

Level Referred for (1, 2, 3): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Recruiter Signature: \_\_\_\_\_