

EMPLOYEE REFERRAL PROGRAM GUIDELINES

RennerBrown Referral Policy

Tier	Job Titles	Qualifying Period	Referral Bonus
One	<ul style="list-style-type: none">Helpdesk (phone support)Entry Level TechnicianHardware Break/FixRollout/MigrationInstall, Move, Add & Change (IMAC)	8 Weeks (40 working days)	\$250
Two	<ul style="list-style-type: none">Desktop SupportLAN AdministratorServer TechnicianSecurity TechnicianTelecom/Cabling/InfrastructureWAN Engineer	12 Weeks (60 working day)	\$500
Three	<ul style="list-style-type: none">Project ManagerHigh Level Position	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.

SUBMITTED BY:

Employee Name: _____

Name of Applicant Being Referred: _____

Level Referred for (1, 2, 3): _____

Employee Signature: _____

Recruiter Signature: _____