



EMPLOYEE REFERRAL BONUS PROGRAM

Purpose

To further our goals of attracting and retaining talented professionals, MELE has instituted this Employee Referral Bonus Program ("Program"), as amended. The Program as set forth herein is effective as of September 1, 2024 ("Effective Date"). This Program is to reward current eligible employees for referring qualified candidates for open full-time job positions at MELE in accordance with this Program. The purpose of the Employee Referral Bonus Program is to provide an incentive award to current active employees who bring new talent to the company by referring applicants who are subsequently selected and successfully employed in full-time job positions at MELE.

Eligibility Requirements

Eligible Referring Employees – Any active employee currently employed in good standing at MELE is eligible to receive a referral bonus with the exception of:

- Supervisors or managers with supervision at any tier or level over the open position.
- Any employee with authority to participate in the decision-making for the hiring of the eligible applicant.
- Officers (Vice Presidents or above) of the company.
- All employees who are members of the HR or Talent Acquisition departments at MELE.
- Employees whose regular, recurring job responsibilities include the recruitment of employees.

Eligible Applicants for Open Full-time Positions – Eligible applicants or candidates for open full-time positions (for whom this Program applies) are qualified individuals who:

- have not been previously employed at MELE
- are not currently employed with MELE
- are not working with an employment agency claiming a fee
- meet the essential qualifications for the position
- can represent that the candidate's first contact with MELE was through the employee referral

Eligible Positions – Open positions for full-time employment posted on MELE's internal intranet (UKG) are eligible. Part-time, temporary, summer, and casual job positions of employment are not eligible positions for referral awards.



Referral Bonus and Payment

- When a referral-eligible employee (see above for eligibility requirements) refers a qualified candidate who is hired by MELE, the referring employee will be eligible to receive a referral bonus in the amount of \$6,000.00.
- Referral bonus payments will be paid in a lump sum (less any applicable taxes and required withholdings) after the new employee has successfully completed 90 days of employment at MELE.

Referral Bonus Program Procedure

To be eligible for a referral bonus award, the following procedure must be followed:

- Referring employee must complete the attached Candidate Referral Form (see attachment 1) and submit to MELE's Human Resources Department with a resume of the eligible candidate. Eligible candidates must be personally known to the referring employee.
- Candidates must apply for the job opening through MELE's website. When submitting his or her resume and completing the online information, eligible candidates must indicate that he or she learned of the job opening from the referring employee.

Referral Bonus Program Guidelines and Administration

The Referral Bonus Program will be administered by MELE's Department of Human Resources in accordance with the following Program guidelines:

- An employee may receive multiple employee referral bonuses.
- MELE's CFO will have final authority to approve all referral bonus awards.
- In the event of hire, the start date of a referred employee must occur within 180 days (six months) of the initial referral date unless extended with approval from CFO.
- The referring employee must agree to have his or her name used when the company contacts the candidate.
- The first employee to submit a Candidate Referral Form (see attachment 1) to HR will be the only referring employee eligible for payment.
- All information regarding the hiring decision will remain confidential.
- Both the referring employee and the eligible candidate must be employed by MELE at the time the referral bonus is paid.
- Any disputes arising from the application of this program will be administered by Human Resources and resolved by decision of CFO.



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- The hiring process and evaluation of candidates will be fair and consistent with MELE's policy and procedures with no bias for or against candidates whose selection may influence whether an employee is eligible for a referral bonus.
- Employees who attempt to improperly seek a referral bonus or violate this policy may be subject to discipline, up to and including termination.
- From and after the Effective Date, this Program is MELE's only employee referral bonus program and replaces any other employee referral bonus plan or policy.
- This Program does not apply to any employees hired before the Effective Date.



Attachment 1

Candidate Referral Form

Job Title:

Job Requisition #:

Candidate's Name:

Referral Date*:

Referring Employee's Name:

Work E-mail:

Work Phone:

I have read and understand the employee referral bonus program rules.

Referring Employee's Signature

Date

How do you know the candidate? For how long have you known the candidate?

Attach the candidate's resume or application and submit this form to Human Resources.

**(Note: The referral date cannot be earlier than the date the job opening is posted)*

Any questions? Contact Human Resources at hr@meleassociates.com. To assist candidates, you can share the attached Job Aid.



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Employee Referral Bonus Program Candidate Job Aid

1. Navigate to the [MELE open opportunities](#) and click the Search Jobs & Apply button.

contact us at 240.453.6990 or info@meleassociates.com

30th ANNIVERSARY 1993-2023
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GROW YOUR CAREER
BE VALUED
Come join the MELE Team

SEARCH JOBS & APPLY

Life at MELE offers meaningful and engaging work, a collaborative culture, and support for your career goals while nurturing a healthy work-life balance. When you join MELE, you will have the opportunity to connect with coworkers in an environment that is caring, diverse, and respectful. MELE is a stable and thriving company that is privately owned and operated since 1993. Our diverse and skilled talent base enables MELE to deliver high-quality, cost-effective services that meet the demands of our customers for efficient and innovative solutions. Come see why so many talented people have chosen MELE for more than 25 years.

JOIN OUR TEAM |
Search Jobs & Apply

2. You must create a candidate profile. You will be prompted to create a profile when you initially click the Apply Now button for the opportunity for which you have interest.

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Find Opportunities U.S. English Sign In

Search Results

Help Desk Support Technician

Job Category: Information Technology

Requisition Number: HELPD001722

Posted: August 7, 2023

Job Details

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Find Opportunities U.S. English Sign In

Register Already have an account? [Sign In](#)

Create an account to apply or save for later

* Required field

* First Name

* Last Name

* Email

* Password

* Confirm Password

Keep in touch by phone

Primary Phone Number

☐ By checking this box, I agree to receive recruiting-related SMS messages to the phone



3. Under the required Questions section please select Referral as the answer to the question, "How did you hear about this opportunity?"

Questions

* Required field

* How did you hear about this opportunity?

Choose...

Choose...

Clearance Jobs

Glass Door

Indeed

Linked In

MELE Career Website

Other

Referral

Zip Recruiter

08/08/2023

4. Select Yes to the question, "Were You referred by a current employee?" and add their name and company email address.

Questions

* Required field

* How did you hear about this opportunity?

Choose...

Were you referred by a current employee?

☒ Yes

* Name

Email

Phone

☐ No