



A Thyme to Cook Policy and Procedure

Subject: Event Staff Employee Referral

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Objective: To define the bonus policy for referring an employee who works for ATTC.

Policy: Current employees are encouraged to recommend and refer qualified candidates for employment with ATTC. If you know of someone who would like to work here, we will be glad to consider him or her for appropriate openings.

Referral Compensation: To receive a referral bonus, the following criteria must be met.

- Employee must list you as a referring employee when applying for the position (before being hired).
- You will receive \$50.00 for a referred employee, if hired, that works a minimum of three (3) events in the current season.
- You will receive \$100.00 for a referred employee, if hired, that works a minimum of fifteen (15) events in the current season.
- Referral bonuses only apply to the event season in which the employee is hired. Bonuses do not carry over from any past seasons or to any future seasons.
- Referral bonuses will be paid out between the conclusion of wedding season and the end of the current calendar year.
- If the hired employee gives more than one current employee name as a referral source, the pricing above will be split evenly amongst those current employees.