



Employee & Contractor Referral Program

Imagine! strives to create a vibrant environment that rewards creativity, innovation and teamwork. Because current employees and contractors are experts in our work, our positions, and workplace culture, and understand the skills and character needed for success in our organization, they are an excellent source of potential external candidates to join our organization.

Effective June 10, 2024 and beyond, Imagine! will pay a referral bonus using the chart below as an incentive and reward:

If you refer a	You will receive	After the referral has worked
Full Time or Part Time Employee (20+ hours per week)	\$1000	60 days
Contractor	\$1000	90 days
Casual Temporary or Family Recruited Employee	\$500	80 hours

**Bonus payments are taxable income, current payment amount offered until further notice.*

Eligibility:

IMPORTANT!: The candidate must inform Imagine! during the hiring or contracting process who referred them to the role. When referring a candidate, the referring employee or contractor should remind the applicant of this important requirement and provide Human Resources/Residential Program Specialist the name of the person who was referred.

The following are NOT eligible for a referral bonus:

- Those who will directly or indirectly supervise the candidate (supervisor or up-line supervisor), Human Resources staff, Assistant Directors, Directors, and Executives.
- Positions held by client employees and any other openings not considered an employee

Supervisors and Program Managers may be eligible for the referral bonus if referring an employee to another department (department supervised by another upline Supervisor/Program Manager).

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The following types of referred applicants are not considered external applicants, and the referring employee is not eligible for the referral bonus:

1. Current employees transferring positions within Imagine!
2. Interns/Students joining the company within one year of Internship/Student placement
3. Candidates who were previously employed by Imagine! in the last year.

In order for the referring employee or contractor to receive the referral bonus, both the referring employee or contractor and the referred employee or contractor must be employed by or contracted with Imagine! at the referred employee's/contractor's date of hire *and* the date of bonus payments.