



Employee Referral Program

SJVCi's employee Referral Program enables employees to earn a bonus for referring qualified candidates that are hired. An incentive will be paid to any current employee for a referral of a qualified applicant who is hired for an open position and completes 90 days of employment.

Program Rules

- Only regular employees are eligible to receive the bonus. Temporary or student workers are ineligible.
- Directors and above are ineligible to receive the referral bonus.
- Talent Acquisition employees are ineligible.
- Referrals must be for regular part- or full-time employee roles.
- Referrals of graduates of San Joaquin Valley College or Carrington College are not eligible for incentive pay unless the referred applicant applies at least two or more years after they graduated.
- Candidates may not be referred after they have applied for the role.
- Former employees who separated within the past twelve months do not qualify as an eligible referral.
- Hiring managers are ineligible to receive the referral bonus for hires within their departments.
- Participation is strictly voluntary.
- Sourcing for referrals must be limited to after-hours solicitation done only among friends, relatives, neighbors, and acquaintances as part of the employee's social affairs.

Award Payout

- Employees are awarded a bonus for referrals who are hired and complete 90 days of employment.
- Employees must be actively employed at the time of payment in order to receive incentive payment.
- Bonuses are subject to applicable taxes.
- All employee referrals are subject to final approval by Ember Human Resources.
- The terms of this incentive plan are subject to change without prior notice.
- This policy does not create a contractual right to payment.

Employee referrals are a great way to build an engaging work environment and promote SJVCi's positive culture. Please do not hesitate to email AskHR@embered.com with any questions.