



KEENE FAMILY YMCA CAREERS
Early Childhood Education

REFER A FRIEND & EARN \$2500!

We need your help!

Tell your friends... the Keene Family YMCA is a great place to work!

Many of our employees were referred by current staff members. Through the Employee Referral Program, **you could be eligible to receive \$2500** for referring quality candidates who are then hired for full-time positions in our childcare department.

How does it work?

1. **Recommend to a friend** that they apply for a full-time position in the Y's childcare department.
2. **Submit the Employee Referral Form** to cpuza@keene-ymca.org prior to or during the interview process.
3. Your friend's successful completion of 6 months of employment means a **\$500 check for you!**
4. Your friend's successful completion of 12 months of employment means another **\$2000 for you!**

**REFERRAL INCENTIVE
AVAILABLE FOR
FULL-TIME CHILDCARE
POSITIONS ONLY.**

**SEE REVERSE FOR
IMPORTANT DETAILS!**



Who is eligible to receive the incentive?

- Any new employee hired to work full-time in one of our childcare centers:
 - Children's Learning Center at the YMCA
 - YMCA Preschool at Jonathan Daniels
- Any current employee who refers someone who is hired to work full-time in one of our childcare centers.
- The management team, HR, and hiring managers are not eligible to participate.
- For the referring employee to receive the incentive, they and the referred employee must still be employed at the time the incentive is issued.
- Referred individuals will still receive the incentive regardless of the referring employee's employment status.
- There is no limit to the number of referrals an employee can make or the number of incentives paid to an employee.
- Only one current employee can make a referral for a new hire.
- Human Resources will collect all Employee Referral Program forms, verify eligibility, and issue incentives.



Incentive Payments & Timeline

1. After the new employee successfully completes 6 months of employment, the new employee and the referring employee (if applicable) will receive an incentive payment of \$500.
2. After the new employee successfully completes 12 months of employment, the new employee and the referring employee (if applicable) will receive an incentive payment of \$2000.
3. The incentive payments are considered taxable and will be reported as income.

Employee Referral Program Form

First & Last Name of Employee Making Referral

Referring Employee Email Address

Referring Employee Phone #

First & Last Name of Person Referred