



EMPLOYEE REFERRAL BONUS PROGRAM

Glacier values job candidate referrals! Employee referrals are a crucial source of new talent for the company, and referral bonuses are awarded to encourage employees to refer quality individuals for hire. Glacier will pay a referring employee a ~\$500 referral bonus if the following requirements are met. NOTE: *There is no cap on the number of referrals an employee can make!*

Bonus Requirements:

- The referral date cannot be earlier than the date the job opening is posted.
- The referral must represent the candidate's first contact with Glacier.
- Referred candidates must complete a Glacier job application and should indicate the referring employee when doing so.
- Referring employees must complete the attached Referral Form.
- Referred hires must be employed by Glacier for at least 90 calendar days from their first worked day.
- Bonuses can be awarded for employment across multiple seasons, provided the referring employee is active at the time the new hire reaches 90 days in-total.
- If two or more employees refer the same candidate, only the employee making the first referral will receive a bonus.
- Referring employees will be eligible for the bonus even if they are not an active Glacier employee at the time of the referral, provided they are an active employee at the time the new hire reaches 90 calendar days of employment in-total.
- The referring associate and the new hire must be in good standing at time the bonus is awarded.
- Human Resources personnel, and management or supervisor personnel within the same department as the new hire are not eligible for this bonus. Managers and supervisors may refer new hires to other departments, and those referrals will be eligible for this bonus.

Request Procedure:

1. **Each referred candidate is strongly encouraged to enter the name of the referring employee when applying to Glacier.** If this information is missing, HR will contact them to confirm the referral.
2. **As soon as possible after the referred candidate is hired, the referring employee should submit the attached referral form to HR via email or paper copy. Forms submitted late or after the above requirements have already been met may be deemed ineligible.**

Once the above steps are complete, HR will confirm the referring employee's eligibility and inform them of their status. HR will track the new hire's hours and inform the referring employee via email if/when the conditions for awarding the bonus have been met. Glacier reserves the discretion to change the terms of this policy at any time, and to award referral bonuses in whatever amounts it deems appropriate.

Questions can be directed to:

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Human Resources Manager
970.382.6768
nadams@theglacierclub.com



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EMPLOYEE REFERRAL BONUS FORM

Please complete this form and submit it to HR (email or hard copy)
as soon as possible following the new hire's start date.

Referring Employee (You): _____

New Hire: _____

Department of New Hire: _____

Hire Date (leave blank if unknown): _____

Have you referred this new hire previously? _____

If so, when? (mm/yy) _____

Are you listed as the referring employee on their application? _____

Comments:

Thank you for your referral! Glacier depends greatly on “word-of-mouth” awareness of our job opportunities, and your spreading the word is vital in that effort. HR will contact you to confirm your eligibility for a referral bonus, and then contact you again when/if the requirements have been met and a bonus is to be awarded to you. You may contact HR to follow up at any time.

Submit form to: nadams@theglacierclub.com Paper copies may be delivered to the HR Office.