324: Team Member Referral Bonus Program

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Section: Human Resources
Subject: Team Member Referral Bonus Program
Approved by: Tony Massey
Effective Date: December 10, 2015
Last Reviewed Date: January 2, 2024
Policy Owner: Director of Human Resources

Policy

“At Massey Services*, Our People Make the Difference!*"

We believe in the power of our team to attract exceptional talent. Our Team Member Referral Bonus Program is designed to incentivize and reward our team members for actively recruiting new members who contribute to our shared success.

Program Guidelines:

1. All Team Members are eligible to participate except: General Managers, Regional Managers Regional Vice Presidents, Department Managers, all Directors, Executive staff, Recruiters, and any team member whose direct responsibility it is to recruit others.
2. The Company will pay a Team Member a bonus totaling $1000 for every successful candidate who is referred to Massey Services. A successful candidate is one who is hired, designated eligible for employee benefits, trained, and has completed 6 months of employment.
    1. This does not include any re-hired team member.
3. The referral bonus will be disbursed in three installments:
    1. The first installment of $250 will be paid on the payday following the new Team Member's date of hire.

2. The second installment of $250 will be paid on the payday after the new Team Member completes three (3) months of employment
3. The third installment of $500 will be paid on the payday following the new Team Member's completion of six (6) months of employment.

4. The Team Member Referral Bonus form will be used to record the referral. The interviewing Manager will ensure that the candidate has the team member referral listed on the employment application. After the completion of the interview, the interviewing Manager will sign the referral form and keep the form with the candidate's application.
5. If the candidate is hired, the hiring manager will forward the referral form to the Human Resources Department along with any new hire paperwork.
6. Human Resources will submit the referral to Payroll for tracking and processing. Payroll will ensure automatic payment of bonuses upon meeting the eligibility criteria
7. To receive the bonus, the referring Team Member must be an active Team Member of Massey Services. No bonuses will be paid to Team Members who have either resigned or been terminated.
8. Team Members can receive confirmation regarding the acceptance or rejection of their referral from the General Manager or Department Manager of the Service Center or Department they made the referral to. They can inquire about the status of their referral bonus payment through Payroll.
9. Team Members are responsible for reporting the bonus as taxable income as per applicable tax laws.

By participating in the Team Member Referral Bonus Program, you contribute to our Company's growth while being rewarded for your efforts.

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