



Aquatic Employee Referral Program

This pilot program is designed to incentivize the referral of strong candidates to the Recreation Aquatics Summer Program so that the department may have the best selection of applicants each summer season for optimal administration of Town services. This program is available to any town employee that is not in a position of higher influence or does not have a relationship conflict with the applicant. Referrals must be submitted in an email to both the Recreation Supervisor and Human Resources Advisor before the applicant reaches out to the Town. This pilot referral program is only for referrals of staff assigned directly to the aquatics program.

Referring Employee: _____

Department: _____

It is understood that the referral incentive will be prorated by the completed number of weeks the referred employee works their scheduled shifts, with no exception. All referrals will be paid the last week of the aquatic season. If the referred or referring employee is terminated for any reason, the referral incentive agreement will be void.

Signature: _____

Referred Employee: _____

Position: _____

Recreation Department Statement: (to be completed by the Department Head)

Start Date: _____

The referred employee listed above has worked all scheduled shifts, in each week listed below, without exception:

	Yes	No
Week One:	<input type="checkbox"/>	<input type="checkbox"/>
Week Two:	<input type="checkbox"/>	<input type="checkbox"/>
Week Three:	<input type="checkbox"/>	<input type="checkbox"/>
Week Four:	<input type="checkbox"/>	<input type="checkbox"/>
Week Five:	<input type="checkbox"/>	<input type="checkbox"/>

The referred employee does not already have a referral bonus linked to them for the current fiscal year:

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Signature: _____