

state payroll within six months of the new employee's start date. Referring faculty or staff members can make up to 3 referrals during the pilot program.

7. The new employee who was referred will also receive a \$500 one-time payment from the ~~Riponhamton University Foundation six months from the beginning of their start date~~.

8. New employees who do not provide the name of a referral at the time of application are not eligible for the program.

9. All employees (State and RF) are eligible to refer a new employee with the exception of:

- President
- Vice Presidents
- Deans
- Hiring manager
- Members of search committee
- Individuals with a direct reporting relationship with candidate
- Employees whose regular, recurring, duties include the recruitment of employees

10. Employees may refer family members for employment, however, pursuant to university and state policy, they are prohibited from taking any further action regarding their candidacy. In addition, family members or those residing at the same address are ineligible for the monetary award.

- ~~11. Rehire referrals must have been separated for a minimum of three years~~

12. This program applies to referrals of external candidates only. Openings that are filled with internal transfers or those already employed as a contractor or in any other capacity are not eligible for referral.

13. Referral bonuses to both employees will be paid after the qualification period has ended. Each individual will need to complete an IRS Form W-9. Recipients of the Referral Bonus Program are encouraged to discuss tax liabilities with their tax professional.