



# Chautauqua Institution's Referral Bonus Program

## Purpose

Chautauqua Institution's **Referral Bonus Program** is a talent solution to recruit, develop and retain a diverse workforce that encompasses all the skills and experience necessary to deliver on our goals and objectives. Research has demonstrated, and our experience supports, new talent referred by current employees are top performers, enhance retention, and contribute to recruitment solutions.

Any employee making a referral should use their best judgment and knowledge to attest the candidate would be an asset to the Institution, they meet the qualifications for the opportunity, and they would effectively support the Institution's vision, mission and strategic imperatives.

## Commitment to IDEA

Chautauqua Institution values IDEA (Inclusion, Diversity, Equity, and Accessibility) as a priority in our strategic plan, [150 Forward](#). One of our five core values is "The dignity and contributions of all people." We are committed to creating conditions in which everyone feels they can engage as full and valued participants in the Chautauqua experience. The Institution is an equal opportunity employer committed to equitable and inclusive hiring practices and applicants will not be discriminated against based on any status protected under federal, state or local law. We especially welcome referrals of candidates who can demonstrate experience, engagement, and professional expertise in IDEA.

## Referral Bonus

Chautauqua Institution will provide a referral bonus of \$500 (minus taxes) to active employees who refer a new candidate who is hired and remains employed for at least 90 days from the first physical date of work.

In the case of seasonal positions working less than 6 months (Employment Classification 7.0), the new candidate must remain actively employed for at least 30 days from the first physical date of work and until the closing date of the season. The closing date of the season is the last Sunday in August.

Active employees must refer new candidates by completing the [Candidate Referral Form](#), which is delivered for tracking and payroll purposes to Human Resources. The final date for submitting a referral is September 1.

## Criteria for Participation

All active employees are eligible to refer new candidates and participate in the Referral Bonus Program with the limited exclusions of Vice Presidents and above, Human Resources, and Talent Managers with the authority to hire the referred candidates.

*Active employees* are on the current payroll cycle in the Human Resources Information System (HRIS), which is provided by the Ultimate Kronos Group (UKG). Former employees who are inactive are not eligible for referral bonus payments.

*New candidates* are talent that apply as a participant in this program to a published opportunity in UKG. New candidates have no prior employment history in UKG.

All rehires are excluded as eligible referrals in the referral bonus program.

*Rehires* are previous employees of Chautauqua Institution or Chautauqua Hotel Company in UKG. Independent contractors or volunteers are not considered employees.

## Program Rules

- **Active Employees Documenting a Referral and Referral Date.** The new candidate's referral date must be documented by the active employee on the completed/signed Candidate Referral Form. The referral date must not be earlier than the date the job opportunity was published in UKG.

- **New Candidates Documenting a Referral Source in UKG.** New candidates must indicate that they were referred by an active employee (inserting the employee's first and last name) in the Referral section of the employment application for the opportunity in UKG. New candidates who are referred by an inactive former employee or who indicate an alternate referral source on the employment application will be disqualified as an eligible referral within the guidelines of this program.
- **Timeline for New Candidates Starting Employment.** The new candidate must physically start employment within 180 days (or 6 months) from the initial referral date, as recorded by the active employee on the Candidate Referral Form. The date the new candidate physically starts employment will be recorded as the first day that they reported work on their timesheet in UKG.
- **New Candidates with Multiple Referrals by Active Employees.** The initial (or first) active employee to submit a Candidate Referral Form will be the only active employee to receive the referral bonus in the rare circumstance a new candidate is referred by multiple active employees. If the initial active employee is no longer employed, then no active employees will receive a referral bonus.
- **New Candidates and Qualifications for Employment.** All candidates, including referrals, will be evaluated for employment consistent with the policies and procedures of the Institution. Only candidates who meet the required qualifications for each position will be considered and hiring decisions will remain confidential. The Institution is an equal opportunity employer committed to equitable and inclusive hiring practices and applicants will not be discriminated against based on any protected status under federal, state, or local laws.

## Payroll Processing

Referral bonus payments will occur during the first pay cycle of the month for the active employee following 90 days from the new candidate's first physical date of work as recorded on their timesheet.

All interpretations or disputes regarding payment of the bonus not expressly defined in the parameters of this policy will be determined in a final decision by Human Resources.