

Referral Program Pilot

Goals:

The goal of the referral program pilot will be to stimulate employee engagement and effort in the recruitment of new staff to the Wisconsin Union. Further, the program will create one standardized process across all levels of employment, offering equal value to the referral of permanent, student, and temporary staff. The pilot of the program will run during the Spring semester hiring season of 2020, with evaluation and assessment of success and value immediately after.

Referral Benefits Existing Staff Member:

All existing employees will be eligible for the following benefits upon successful onboarding of a referred applicant:

- One (1) ice cream coupon distributed immediately after onboarding
- Five (5) meal coupons distributed after one (1) month of continuous employment by the referred employee
- Five (5) meal coupons distributed after three (3) months of continuous employment by the referred employee
- Ten (10) meal coupons distributed after six (6) months of continuous employment by the referred employee
- One (1) automatic entry into a drawing for a Terrace Chair after one (1) year of continuous employment by the referred employee
 - a. One drawing will take place at the end of the Fall and Spring semesters

Referral Benefit Referred Employee:

Referred employees will be eligible for the following benefit upon successful onboarding:

- One (1) ice cream coupon distributed during onboarding
 - Information on how to participate in the referral program as an existing employee

Referral Program Rules and Requirements:

To ensure consistent and fair administration of the referral program, the following rules and requirements must be met:

- Referred employees must identify one (1) current employee that referred them to employment
 - Referral meal coupons will not be distributed to more than one referring employee
 - Referral coupons will only be distributed to existing employees at the Wisconsin Union

- Referring employees will no longer receive coupons if they leave employment at the Wisconsin Union
 - Referral coupons cannot be transferred to another employee in the event the original referring employee leaves employment at the Wisconsin Union
- Referred employees must identify to Human Resources the existing employee that referred them before or during the onboarding meeting with Human Resources
 - To avoid potential fraud in the program, no coupons will be distributed to any employee that identifies themselves as “referred” after their initial onboarding visit to Human Resources
- Referred employees must maintain good standing within the organization to generate meal coupon distribution to the referring employee
 - Referred employees must work minimum unit hour requirements during each referral period to generate meal coupon distribution to the referring employee
 - Human Resources will send out coupons to referring employees after verifying the hours worked by the referring employee
 - Employees who do not fulfill unit requirements for hours worked will not generate meal coupon distribution to the referring employees during that period
- Referring employees may refer as many employees as they wish, with no limit