



## **Employee Referral Bonus Policy**

TISTA provides a cash reward benefit to eligible employees when a referred individual has worked for 90 days for TISTA as a full-time employee. The employee and the referral must be currently employed by TISTA at the end of the eligibility period in order to receive the bonus. Bonuses are made for referrals meeting all conditions above and are subject to all relevant taxes.

The Employee Referral Program is open to all TISTA employees with the exception of Directors and above, Hiring Managers, Human Resources and Recruiting. Referrals should be submitted in the form of a resume and the Referral Bonus form. Previous applicants to TISTA's referrals from career placement, staffing agencies and websites are ineligible.

TISTA reserves the right to determine whether or not referred applicants are qualified for positions covered by the program. TISTA may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be honored.

In the event an applicant is referred from more than one source (for example, from two employees, or an employee and an employment agency), the deciding factor will be the date of receipt of the referral within the Recruiting Department. The Recruiting office will inform the participating parties when such situations arise.

The referral bonus amount less taxes and withholdings will be giving as following:

- In demand or "hot jobs" as determined by the TISTA Recruiting Director: \$2,500
- Veteran Hires: \$2,000
- Technical Level: \$1,500
- All other levels/positions: \$1,000

To be eligible, please forward the candidates resume directly to [recruiting@TISTAtech.com](mailto:recruiting@TISTAtech.com). Previous applicants to TISTA or individuals who have worked for TISTA in the past 12 months are not eligible referrals. Referrals from career placement, staffing agencies and websites are also ineligible. If you have any further questions about the Employee Referral Program, please call 301-968-3434 or email [recruiting@TISTAtech.com](mailto:recruiting@TISTAtech.com).



*TISTA is committed to the development of a creative, diverse and inclusive work environment. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TISTA will be based on merit, qualifications, and abilities. TISTA does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability, age or any other characteristic protected by law (referred to as "protected status").*

### Employee Bonus Form:

To be eligible, please forward the candidates resume directly to [recruiting@TISTAtech.com](mailto:recruiting@TISTAtech.com). Previous applicants to TISTA or individuals who have worked for TISTA in the past 12 months are not eligible referrals. Referrals from career placement, staffing agencies and websites are also ineligible. If you have any further questions about the Employee Referral Program, please call 301-968-3434 or email [recruiting@TISTAtech.com](mailto:recruiting@TISTAtech.com).

Date: 14 DEC 22

Employee Name: LaShawnta McKenzie

Applicant Name: Charmaine Newman

Position Title: <https://careers-tistatech.icims.com/jobs/4244/business-analyst%2c-jr/job>

Date Applied: 14 DEC 22

For HR Use Only:

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

Bonus amount: \_\_\_\_\_

Payment dates: \_\_\_\_\_