

Chautauqua Institution's Referral Bonus Program

The Referral Bonus Program relies on current employees to refer new candidates for open positions as a talent solution. In Chautauqua's experience, these referrals are often high performers, enhance retention and support unique and urgent workforce needs.

Any employee making a referral should use their best judgment and knowledge to attest that the candidate would be an asset to Chautauqua, meets the qualifications for the opportunity and would effectively support Chautauqua's mission and values.

Criteria for Participation

All active employees of Chautauqua are eligible to refer new candidates and participate in the Referral Bonus Program, with the following limited exclusions: Executives and above, Human Resources and hiring managers with the direct authority, or within a hierarchy of authority, to make hiring decisions on the candidates referred.

- **Active employees** are on the current payroll cycle in the HRIS.
- **New candidates** are individuals who apply as participants in this program to a published opportunity in the HRIS. New candidates have no prior employment history in the HRIS.
- **Rehires** are previous employees of Chautauqua. All rehires are excluded from the referral bonus program as eligible referrals. Independent contractors or volunteers are not considered employees.
- **First Day of Work** is the initial day of physical employment when an active employee clocks in for their first scheduled shift for work, as recorded in timekeeping in the HRIS, and excluding any pre-employment orientation.

Referral Bonus

Chautauqua will provide a referral bonus (less taxes) to active employees who refer to a new candidate who is hired and remains employed for at least 90 days from the first day of work. The referral bonus is determined at the sole discretion of Chautauqua; it may change from time to time, and for the current amount, employees should refer to the most recent program information published on Chautauqua's employment website or in Human Resources.

For seasonal positions lasting less than 6 months (Employment Type 7.0), the new candidate must remain actively employed for at least 30 days from the first day of work through the end of the season. The season ends on the last Sunday of August.



Program Rules

Documenting a Referral Source

New candidates must indicate that they were referred to employment by an active employee (inserting the employee's first and last name) in the 'referral' section of the employment application. New candidates who are referred to employment 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 Starting Employment

The new candidate must begin employment within 180 days (6 months) of the initial referral date. The first day of employment will be recorded when an active employee clocks in for their first scheduled shift, as recorded in HRIS timekeeping, and excluding any pre-employment onboarding.

Multiple Referrals by Active Employees

In rare cases where multiple active employees refer a new candidate, and the candidate lists both employees on their employment application, the referral will be deferred to the first-named employee on the application. If the initial active employee is no longer employed, then no active employees will receive a referral bonus.

Qualifications for Employment

All candidates, including referrals, will be evaluated for employment in accordance with Chautauqua's and Hotel's policies and procedures. Only candidates who meet the required qualifications for each position will be considered, and hiring decisions will remain confidential. Chautauqua 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.

Payment of Referral Bonuses through Payroll

The referral bonus will be paid to the active employee in the first payroll cycle of the month, 90 days after the new candidate's first day of work, or, for seasonal employees in Employment Type 7.0, after the end of the season and by the last payroll cycle in September.

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. Employees who believe they are eligible for a referral bonus under this program but have not received payment by the stated timeline should contact Human Resources.