



EMPLOYEE REFERRAL INCENTIVE GUIDELINES

Effective 3/20/2023

Oneida Indian Nation has generously extended referral incentives to employees for referring new hires. Please reference these guidelines and refer applicants to join us. Let's continue to build our team by filling roles with great people like you! Contact the Talent Acquisition team at (315) 829-8903 with any questions.

Employee Eligibility:

All active, full-time, part-time, on call, and temporary employees of Oneida Nation Enterprises are eligible to receive an incentive. Manager-level employees are only eligible if the new hire is hired in a department or function outside of the referring manager's area of responsibility. Talent Acquisition and Directors and above are not eligible.

Making a Referral:

Instruct referred applicants to do the following:

- Check out opportunities at onenterprises.com then select "careers" and apply for up to three different positions.
- In the "Source" field, the referred applicant must select "Employee Referral" and then enter your name in the "Referred by" field as the person who referred them.
- Ask them to mention you as the referring employee during their initial interview.

Qualification Requirements:

- Talent Acquisition will review all referral applications and will contact applicants directly. Some referrals will be moved to the interview stage by the Recruiter, and some may not.
- The incentive may be earned on full-time, part-time, on-call and temporary hires.
- New hires who complete New Employee Orientation and report for their first scheduled work shift will be considered to have started employment on their "start date" which is required for eligibility.
- A minimum of 250 hours worked in the first 90 days is required for a payment at the 90-day milestone.
- Referral incentives will not be paid for applicants already in our database or for current employees who apply.
- Referral incentives may be earned on former employees if they have had a break in service of more than five years.
- Both the new hire and referring employee must be active employees on the date of pay out for each installment.
- Referral incentives are subject to applicable tax withholdings.
- Human Resources will determine the validity of any referral and eligibility for payment and reserves the right to amend or terminate the program at any time for any reason. The program will be regularly reviewed and updated.

Payout Installments:

Payout installments will be made to the referring employee within one pay period following the below milestones of the new hire's active employment:

Referral Incentive Structure	New Hire's Start Date	90 th Day (3 mo.) a minimum of 250 hours worked	180 th Day (6 mo.)	Total
Lake Hiring Event March 31 and April 1, 2023	\$250 cash and a \$100 gift card for Sylvan Beach Supply Co. at The Cove	\$500		\$750 + a \$100 gift card
Hiring Expo January 31, 2023	\$250	\$500	\$250	\$1000
Facilities Engineer, Maintenance Technician or Skilled Trade Position in all ONE Facilities Departments	\$500	\$1000	\$0	\$1500
All Other timeframes, ONE locations and roles	\$250	\$500	\$0	\$750