

# RECRUIT

US&S Employee Referral Program

# For Loot!



FACILITY SERVICES



The **US&S Employee Referral Program** encourages and rewards the contributions that our employees make in attracting and retaining our most important resource — **OUR WORKFORCE.**

**FREQUENTLY ASKED QUESTIONS**

**How do I stay up-to-date on all the positions US&S is currently hiring for?**

That's a great question! There are two ways: (1) to make this really easy, we'll be e-mailing a list of current openings each month to all our staff members (and you can forward it to anyone you think may be interested in working for us!); and (2) you can visit the Careers Page on our US&S website ([www.usands.com](http://www.usands.com)) to view our current job openings at any time!

**Are all individuals who are referred hired?**

No, not all referred candidates are hired. That said, ALL applicants – those who are referred and those who apply independently – absolutely receive fair consideration for employment!

**How will I know if my Request for Employee Referral Bonus form has been received?**

A member of the HR Team will contact you via e-mail to confirm that your Request for Employee Referral Bonus was received.

**How will I know when my referral bonus is paid out?**

You will receive an e-mail from a member of the HR Team the week your referral bonus is scheduled to be paid confirming the happy news that your referral bonus will be included in that upcoming payroll direct deposit. You will also be able to see the bonus on your pay stub from the payroll period your bonus is paid.

**Who do I call if I have a question? This one's super easy! Contact a member of our HR Team anytime you have a question!**

**864-233-8035 | [hr@usands.com](mailto:hr@usands.com)**



**THE BASICS: How This Works**

**\*Employee Referral Bonuses, which are subject to normal payroll taxes, will be paid out in the payroll period following the newly hired, referred employee's completion of his/her 90-day introductory period, provided that all of the following criteria are met:**

- Both individuals – the “referrer” (the employee making the referral) as well as the referred new hire – remain active, current employees in good standing (e.g., not on a final Corrective Action) at US&S.
- The referred new hire must have noted whom he/she was referred by on his/her original application in response to the “Please enter the name of the specific source where you learned about this position” item.
- The referrer must complete a Request for Employee Referral Bonus form and submit to Sara Breazeale in Human Resources within 30 days of the referred individual being hired at US&S. This form can be submitted hardcopy or electronically.

Successful Part-Time Position Candidate Referrals	<b>\$50*</b>
Successful Full-Time Position Candidate Referrals	<b>\$100*</b>

**Additional Information**

- If two or more employees refer the same candidate, only the first referrer will receive a referral bonus.
- Referrers are still eligible for a reward bonus even if a candidate is hired at a later time or gets hired for another position provided the criteria listed above is met.
- Former employees do not count as referrals.
- This program is new for us – and we reserve the right to make changes to this program as needed, however, even if a change is made, employees who referred candidates before the change's effective date will still receive the appropriate reward.

**Who can participate in our Employee Referral Program**

All US&S employees are eligible to participate in this program with the exception of Executives, Directors, Operations & Project Managers, members of the Human Resources Team, and the hiring manager/supervisor of the open position.

**For more information,  
contact Recruiting at**

**864-233-8035**

**hr@usands.com**



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