

# Referral Bonus Memorandum

Date: May 1, 2021  
 To: All Associates  
 From: Human Resources  
 Re: **Referral Bonus Policy**

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The following outlines our Referral Bonus policy that is currently in effect. This policy may be reviewed at any time, notice of any changes will be provided accordingly. **Full-time or part-time associates (not including temporary associates) are eligible for a bonus payment of up to \$1,000.00 (depending on the position) for referring a candidate for full-time or part-time regular employment with the company if the candidate is hired.**

After the candidate's **90<sup>th</sup> day** of employment, the referring associate will be awarded a specific amount in the next payroll (less applicable taxes). The remaining amount (less applicable taxes) will be paid after the referred candidate completes **six months** of service with Essex. Please see the table below for a breakdown of bonus amounts based on the type of position in which a candidate is referred:

Referred Position	Amt Paid at 90 Days	Amt Paid at 6 mos.	Total Possible Bonus Amt Earned
Any Onsite Position	\$500.00	\$500.00	<b>\$1,000.00</b>
Any Corporate Position	\$250.00	\$250.00	<b>\$500.00</b>

**All procedures for referring the candidate must be followed in order to receive the bonus:**

- 1) A completed Referral Bonus Request form must be completed and submitted to HR with the required signatures **no later than** two months from the end of the 90-day waiting period for the candidate that was referred. The newly hired associate **must** state referral source on application in iCIMS when applying online. A referral **will not be** processed if information on the referral request form does not match the application. Once the referral is verified, the form will be routed to Payroll. If the candidate referred is still our associate after 90 days, a

check will be cut with the next payroll cycle. If the candidate is still employed with Essex after six months, the second payment will be issued.

- 2) If Human Resources is notified that a candidate is going to quit prior to reaching their 90 days or six months, the referring associate will **NOT** be eligible to receive the bonus payment even if the termination date is slightly after either the 90 day or six month mark. Please see the example below:
  - a) Candidate is scheduled to reach their 90 days on 4/1/18
  - b) Candidate gives notice on 3/26 with the last day worked as 4/3
  - c) Even though the candidate technically reached 90 days, referral bonuses will NOT be paid out in these types of situations.
- 3) To be eligible to receive both bonus payments, the referring associate also must still be employed by the Company after the initial 90-day period and also at six months. The referred applicant must meet the stated qualifications for the job opening and will be required, as all other applicants, to demonstrate their skills or aptitude to perform the particular job for which they have been referred.
- 4) Only one referral award shall be paid for each referred candidate hired. If more than one associate refers the same candidate, the first associate to submit a completed Associate Referral Form to the HR department will be the only referring associate eligible for a referral award.
- 5) All referrals will receive equal consideration and will be processed in the same way. Referrals will be considered without regard to race, color, creed, sex, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, or any other consideration made unlawful by state or federal law.
- 6) Associates must not make commitments or oral promises of employment to persons they refer.
- 7) The referral program is viewed as a supplement to, not a replacement for, regular recruitment efforts that produce applicants. Since staffing is considered an inherent part of their jobs, Property Managers and Maintenance Supervisors are eligible for referrals of applicants to other locations besides their own. **Company officers, Area Managers, RPMs, Recruiting associates, HR Directors and VPs, are ineligible to receive this benefit.** Bonuses will not be paid for referring former associates of Essex Property Trust.

## Referral Bonus Request Form

Full-time or part-time associates (not including temporary associates) are eligible for a bonus payment of up to \$1000 (depending on the position) for referring a candidate for full-time or part-time regular employment with Essex if the candidate is hired. **This Referral Bonus Request form must be completed and submitted to HR with the required signatures no later than two months from the end of the 90 day waiting period for the candidate that was referred.**

Please refer to the most recent **Referral Bonus Policy (May 2021)** for complete information regarding eligibility for payment. Community Managers and Maintenance Supervisors are not eligible for a referral bonus for hiring their own staff.

**Please send Referral Bonus Request forms via HR Ticket in ServiceNow.**

### Referring Associate Information

Date:		Assoc. ID #:	
First Name:		Last Name:	
Job Title:		Dept/Prop:	

### Referred Associate Information

Date of Hire:		Assoc. ID #:	
First Name:		Last Name:	
Job Title:		Dept/Prop:	

### Approvals

	Print Name	Signature	Date
Referring Associate			
Hiring Manager			
AM / RPM / DM Executive			

### HR Use Only

Date Received:	Date Hired:	Job Title:
Dept/Prop:	Name on Application: Yes [ ] No [ ]	Payout Amount:
HR Reviewed By:	Date:	
HR Director Signature:	Date:	

### Payroll Use Only

<b>1<sup>st</sup> Referral Bonus Payout: \$</b>	Both Assoc. Active?: Yes [ ] No [ ]	Pay Date:
<b>Additional OT (If Applicable): \$</b>		
Entered By:	Entered by Date:	Reviewed By:
		Reviewed by Date:

<b>2<sup>nd</sup> Referral Bonus Payout: \$</b>	Both Assoc. Active?: Yes [ ] No [ ]	Pay Date:
<b>Additional OT (If Applicable): \$</b>		
Entered By:	Entered by Date:	Reviewed By:
		Reviewed by Date: