

# Referral Bonus Program

At SDM, we believe that our employees are our greatest asset. There is no better way to attract and hire great talent than through existing employees' networks, which is why SDM encourages and welcomes existing employees to share their referrals with us. The below list outlines the program guidelines.

- The hiring of a referred employee must occur within 180 days (6 months) of the initial referral date.
- The referral must represent the candidate's first contact with SDM.
- Temporary, seasonal, contract, and former employees of SDM are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit the candidate's resume to their manager or HR prior to the candidate's first interview.
- The referring employee must agree to have his or her name used when SDM contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by SDM at the time of the hired candidate's first 90 (for practice-level candidates) or 180 (for corporate candidates) days of employment to receive payment of the referral bonus.
- For practice-level hires: Referral bonuses will be paid out as two payments, one on the first pay period following the referred employee's first day of employment at SDM and the second payment on the first pay period following the referred employee's **3-month** anniversary.
- For corporate hires: Referral bonuses will be paid out as two payments, one on the first pay period following the referred employee's first day of employment at SDM and the second payment on the first pay period following the referred employee's **6-month** anniversary.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.

## **Payment Breakdown (paid in two installments):**

- Front Office: \$500
- Dental Assistant: \$500
- Practice Leader: \$1,000
- Hygienist: \$1,000
- Corporate: \$1,000
- Dr.: \$10,000