



Employee Referral Program Agreement

Employee Referral Program Agreement:

The Employee Referral Program incentive will be available to employees of agency service provider agencies.

The incentive is for referring applicants to Medina County provider agencies only. This is not applicable for open MCBDD positions or independent provider positions.

Applicants must indicate on their employment application the name of the person who encouraged/referred them to apply.

The applicant/new employee must be serving individuals in Medina County.

\$250.00 will be paid to referring party (i.e. current staff member) once a newly hired employee has completed 45 days of employment. *During the month of July 2021, a special incentive (an extra \$100.00) will be made available for referrals to encourage an immediate increase in the number of applicants. Potential future special incentive dates and amounts may be determined by the MCBDD.*

Provider agency will submit an invoice electronically to the MCBDD Business Director for reimbursement. Invoice should state "Employee Referral Program" and quantity of incentives that meet this agreement (2 referrals X \$250 = \$500).

Payments will be made directly to the provider agency and it is their responsibility to distribute funds to their employees.

Agency providers agree to report to the MCBDD, the number of newly hired staff still retained through this incentive program, after 180 days and one year.

By signing below, provider agency agrees to the terms in this agreement:

Agency Provider Representative

Date

*Please return completed form and all invoices electronically to the
MCBDD Business Director, Carey Bates, at careyb@mcbdd.org*