

# GROWING OUR TEAM!



## YMCA STAFF REFERRAL PROGRAM

Help build our team of talented individuals for open positions that transform lives across our Y. Your referral of a new employee has rewards!

- > **SEASONAL SUMMER** >> \$50 to Y staff and new hire after 200 hours
- > **PART-TIME OR PER DIEM** >> \$50 to Y staff and new hire after 100 hours
- > **FULL-TIME** >> \$100 to Y staff and new hire after 6 months

Visit [ymcanj.org/employment](https://ymcanj.org/employment) to view latest fliers on open positions and info on benefits of working at the Y. Referrals may be submitted to Jackie Hegarty at [jhegarty@ymcanj.org](mailto:jhegarty@ymcanj.org). The referring team member must be named on the applicant's application as the referral source.



See details  
and eligibility  
on reverse side.

YMCA of Greater Monmouth County is recognized as a 2022 and 2023 Top Workplace for our positive culture and dedicated employees that strengthen the foundations of community.

**TOP  
WORK  
PLACES**  
2022  
2023

**nj.com**  
True  
Jersey. + Jersey's **BEST**

**FOR OPEN  
POSITIONS, VISIT**  
**>> [ymcanj.org/employment](https://ymcanj.org/employment)**



### YMCA OF GREATER MONMOUTH COUNTY

170 Patterson Avenue  
Shrewsbury, NJ 07702

732.671.5505  
[HR@ymcanj.org](mailto:HR@ymcanj.org)

[YMCA NJ.org](https://ymcanj.org)



Here for all.

Financial assistance is offered  
based on availability of funds.

723-5845-THQ

# TEAM MEMBER REFERRAL PROGRAM



## I. Purpose

The purpose of the YMCA of Greater Monmouth County's Team Member Referral Incentive Program is to provide an incentive to a current full or part-time team member who introduces new talent to the YMCA of Greater Monmouth County (the Association) by referring applicants who are subsequently selected and successfully employed in a full or part-time position.

## II. Eligibility and Participation

Referring Team Member – All team members are eligible to receive a referral incentive with the exception of the following:

- > Association Vice-Presidents or CEO
- > All Human Resources team members
- > Branch Executives or supervisors associated with the selection of the candidate in the service line in which the opening exists

## III. Referral Incentive Amount

- > For a seasonal summer referral, a \$50 incentive will be paid to the referring team member and the new employee after the new employee has worked for the YMCA for 200 hours.
- > For a part-time or per-diem referral, a \$50 incentive will be paid to the referring team member and the new employee after the new employee has worked for the YMCA for 100 hours.
- > For a full-time referral, a \$100 incentive will be paid to the referring team member and the new employee after the new hire has been with the YMCA for six continuous months.
- > The incentive payment will be made through the Association's payroll service and taxed accordingly.
- > Referral incentives can only be paid to one team member and will not be split.
- > New employees are eligible for one hiring incentive bonus. New employees hired under a Sign-on Bonus Incentive will not be eligible for the Referral Incentive.

## IV. Team Member Referral Administration

- > The Team Member Referral Program will be administrated by the Human Resources Department.
- > Referral incentives are awarded at the discretion of management with the Association CEO or designee having approval.
- > Funding for the program will come from the Administration budget.
- > The referring team member must submit an email to Jackie Hegarty, HR Administrator at [Jhegarty@ymcanj.org](mailto:Jhegarty@ymcanj.org) prior to the team member's start date.
- > The referring team member must be named on the applicant's application as the referral source. In fairness to all misrepresentation, falsification, or backdating application material not be permitted.
- > Referred candidates cannot be current or past team members or volunteers of the Association in any capacity including temporary staff, independent contractors, part-time, or seasonal staff.
- > Both the referring team member and the referred candidate must be employed and actively working at the time when the incentive is paid out.
- > The Human Resources Department will document the use of the Referral Bonus Program and report annually on the use and success of the program.
- > The hiring process will be fair and consistent with Association policy and procedures, with no bias for or against candidates whose selection might make another team member eligible for a referral incentive.



FOR A UNITED US.



**PLEASE CONTACT the HR Department  
with any questions @ 732.671.5505, ext. 114**