



REFERRAL BONUS APPLICATION

EMPLOYEE MAKING REFERRAL: _____

NEW REFERRED EMPLOYEE _____ **JOB TITLE:** _____

BONUS AMOUNTS

- \$10,000** Senior Project Manager, Director, Vice President
- \$6,000** Project Manager, Professional Engineer, RPLS, Manager
- \$4,000** Graduate Engineer, Project Coordinator, Project Representative, CAD, Designer, GIS Developer, Platting, Survey Technicians, Party Chief, and other professional positions
- \$2,000** Other full-time positions not listed above

INSTRUCTIONS:

1. Complete the form, obtain management signatures, and return to Human Resources for processing
2. The referral bonus will pay once the referred employee reaches 90 days of employment. The bonus, minus applicable payroll taxes will be processed on the next available payday.
3. The form must be turned in within the 90 days of the hire date.
4. The employee making the referral must be an active employee at the time of payment

CURRENT LJA EMPLOYEE SIGNATURE: _____ **DATE:** _____

APPROVED BY:

HIRING MANAGER: _____ HIRING MANGER PRINTED NAME: _____

APPROVED BY:

PRESIDENT/SR. VP: _____

HR APPROVAL

NEW EMPLOYEE START DATE: _____ AMOUNT: _____
 TITLE: _____ PROCESSING DATE: _____