



## EMPLOYEE REFERRAL BONUS STANDARD OPERATING PROCEDURE

At TARTA, we recognize the value of referrals made by our employees in sourcing top talent for our organization. Our Employee Referral Bonus Program is designed to encourage and reward employees for referring qualified candidates to join our team. This document outlines the guidelines and procedures for participating in the program.

### Eligibility

All regular employees of TARTA are eligible to participate in the Employee Referral Bonus Program, except for the CEO, Talent Acquisition Manager, and Recruiter. Additionally, individuals involved in the search or interview process for a specific role are not eligible for a bonus for candidates referred to that role.

### Referral Process

There are two methods of indicating a referral which are valid for consideration for an Employee Referral Bonus.

1. The candidate must provide the name of the employee as the person referring them to the role on their online application when it is originally submitted for consideration.
2. The employee must submit the candidate as a referral through the ADP platform under "Myself > Career Center > My Referrals" before the referred candidate completes an application.

Referrals created using these methods will be validated by a member of the Human Resources team prior to the candidate being processed for hire.

When a referral becomes eligible for payment of an Employee Referral Bonus installment, as defined in this document, it will be routed automatically for processing to a member of the Finance team.

This process demonstrates a segregation of duties in Employee Referral Bonus payment processing in which action is required from three parties.

### Bonus Structure

The bonus will be paid in one \$500 installment after the referred candidate has completed 180 days (6 months) in the role.

### Conditions

For the referring employee to be eligible for the referral bonus payout, the following conditions must be met:

- Both parties must be employed with TARTA at the time the agency initiates the incentive payment.
- The referred candidate must be in good standing with TARTA at the time the incentive is initiated.

### Compliance

All referrals must comply with TARTA's policies and procedures, as well as local laws and regulations. All Employee Bonus payments are made using local funds. Any attempt to manipulate the referral process or provide false information will result in disqualification from the program and may lead to disciplinary action.

### Administration

The administration of the Employee Referral Bonus Program will be managed by the Human Resources department. Any questions or concerns regarding the program should be directed to HR.

## Modification and Termination

TARTA reserves the right to modify, suspend, or terminate the Employee Referral Bonus Program at any time, with or without notice. Such actions will be at the discretion of the company and may be based on business needs or changes in policy.

## Acknowledgment

By participating in the Employee Referral Bonus Program, employees acknowledge that they have read, understood, and agreed to comply with the terms and conditions outlined in this document.

## Effective Date

This procedure is effective for vacancies opened on or after April 1, 2026.

## How to Submit a Referral

- Log-in to ADP.
- Click on the **Myself** tab.
- Click on **Career Center** under Talent.
- Select the **My Referrals** tab.
- Click **Refer a friend**
- Enter the required information and click **Save**

The screenshot shows the top navigation bar with the ADP logo and the text 'Toledo Area Regional Transit Authority'. Below the navigation bar are three tabs: 'Home', 'Resources', and 'Myself'. The 'Myself' tab is highlighted with a yellow background. Underneath the tabs, there are two main sections: 'My Information' and 'Talent'. Under 'My Information', there is a link for 'Profile'. Under 'Talent', there are several links: 'Performance Dashboard', 'Performance Goals', 'Compensation Notices', 'Career Center' (highlighted with a yellow background), and 'My Learning'.

The screenshot shows the top navigation bar with the ADP logo and the text 'Toledo Area Regional Transit Authority'. Below the navigation bar are four tabs: 'Home', 'Resources', 'Myself', and 'My Team'. The 'Myself' tab is highlighted with a blue background. Underneath the tabs, there is a section titled 'Career Center'. Below 'Career Center', there are three sub-tabs: 'Career Center Home', 'My Applications', and 'My Referrals'. The 'My Referrals' tab is highlighted with a yellow background. Below the sub-tabs, there is a light blue notification box with a bell icon and the text 'You have not referred anyone'. Below the notification box, there is a blue button with the text 'Refer a friend' highlighted with a yellow background. Below the button, there is a light gray input field with the text 'Candidate Name' and a dropdown arrow.