



Department Responsible for Policy: Human Resources

Issued Date: 3/20/06

Revision: 0

SUBJECT:

Recruitment Bonus

PURPOSE:

The purpose of this document is to define Compass Systems' recruitment bonus.

GENERAL POLICY:

Employees who recruit new applicants and are hired are eligible to receive a recruitment bonus. To be eligible the Compass employee must complete the Recruitment Bonus form.

The recruitment compensation will be in the amount of \$1,200 paid over a period of 12 months. Payments will be bi-monthly in \$50 installments. This payment will be included in the employees paycheck.

If Compass has incurred any expenses, the expenses will be deducted out of the \$1,200. All recruitment compensation will be taxed at the appropriate rate.

EMPLOYEE TERMINATIONS:

If an employee that was recruited has terminated before the full 12-months of compensation, then the remaining amount owed will be null and void.

RECRUITMENT OF PART-TIME EMPLOYEES:

Part-time employees hired do not qualify for compensation.

POLICY EXCEPTIONS:

There will be no exceptions to this policy.

IMPLEMENTATION:

Human Resources will be responsible for implementation this policy.

DEVIATIONS:

Deviations from this policy shall be discussed with the CEO of the company.

REFERENCES:

Recruitment Bonus Form

REVISION HISTORY:

Revision	Revision Description	Date
0	Initial	3/20/06