EXHIBIT A

CITY OF JOPLIN
EMPLOYEE REFERRAL PROGRAM

The City of Joplin employee referral program is created to help incentivize current City team members to refer applicants for employment at the City of Joplin. Eligible regular full-time and part-time employees who successfully follow the referral steps below, qualify to receive one thousand dollars ($1,000)* for the successful referral at the new team member's completion of their 6-month probationary period.

*The referral incentive is limited to one (1) new referral per fiscal year. The referral incentive will be paid to the referring employee once the new employee successfully completes their 6-month probationary period (the employee referred cannot be an existing or former City of Joplin employee). Referral incentives will have applicable taxes deducted.

Note: Council Members, City Manager, Assistant City Manager, Finance Director, Department Heads, members of Human Resources, Immediate Relatives of the referred employee, and any staff involved in hiring the team member are **not eligible** for referral incentives.

TO RECEIVE THE INCENTIVE, FOLLOW THE STEPS BELOW:

City Team Member Requirements



- Notify your applicant referral of existing job vacancy
- Instruct them to mark on the application that they heard about the position through a city employee **AND** they **must** list or write your name on the application next to the employee name section

Failure to complete the steps above will result in referral incentive being forfeited

Applicant Requirements



- At the time of completing the application, the applicant must list that they heard about the job from a City employee
- On the application, next to the employee name section, type or write the first and last name of the referring employee