

EMPLOYEE REFERRAL PROGRAM

What is the Employee Referral Program?

The Employee Referral Program is an easy way for Towne Park Associates to refer a friend, former coworker or even family member to eligible positions at Towne Park. Now, applicants can simply select the Referral option when they apply.

Who can refer a new hire?

The program is open to all Towne Park field associates; however, associates in positions with a hiring influence, direct line of reporting, Talent Acquisition team members, Human Resources management, or Senior Leaders are not eligible to participate in the program.

Who can I refer to the program?

New Field Support Center (FSC) associates, and new field associates for the following positions: Shuttle Drivers, Guest Service Associates, Site Hourly and Non-Exempt associates, Associate Account Managers and Supervisors, Account Managers, District Managers and Directors. Referral bonus requests must be submitted within 180 days of the hire date of the referred associate. *Former associates returning to Towne Park within one-year, seasonal hires (indicated by job code) and candidates who have applied in Workday within the past 12 months do not qualify for the referral program.*

What is the bonus for referring a new hire?

Associates will be paid amounts based on the type of position and the days after start date as noted in the table below:

PAYMENT		
Position	Amount	Terms
Field/Operations		
Shuttle Driver	\$200	Following 60 days of start date
Guest Service Associate	\$150	
Site Hourly	\$150	
Non-Exempt	\$250	Following 90 days of start date
Associate Manager	\$300	
Account Manager	\$500	
Director of Ops/Area Manager/District Manager	\$1,000	
Field Support Center		
Individual Contributor	\$250	Following 60 days of start date
Manager/Senior Manager	\$500	
Director & Above	\$1,000	

Referral Bonus Amount (per referral)	Bonus Paid Via
\$300 or under	Best of Towne Points
Over \$300	Workday (payroll) as one-time payment on regular pay date