

TRIO Employee Referral Program Guidelines and Regulations

You can help TRIO, a friend and yourself by participating in the TRIO Electric’s Employee Referral Program. If you are an eligible employee, you can earn a cash award of \$250 to \$1,000 when you refer an external applicant and is hired to a designated, open position at TRIO.

Here’s how it works:

1. To refer a potential employee, direct the applicant to enter your first name and last name under the section labeled “How did you hear about us?” on the TRIO Employment Application.
2. You are eligible for a referral award only when you refer external candidates. If a candidate has previously applied on-line or otherwise, NO referral award applies. Temporary, summer, contract and former employees of TRIO Electric DO NOT qualify as eligible candidates for referral award.

Refer	Total Referral Payout	Payout – 2 nd week of employment	Payout – after 120 days of employment
Journeyman +	\$1,000.00	\$500.00	\$500.00
Experienced Helper 4yrs+	\$500.00	\$200.00	\$300.00
Green Helper - 3 years	\$250.00	-----	\$250.00

3. All TRIO Electric employees are eligible to receive referral awards as specified, with the exception of Senior Management, Talent Management, Managers and Supervisors with hiring authority over the referred candidates.
4. Only one referral award can be paid per candidate.
5. The TRIO Electric employee who is making the referral must be an active employee when referral is made and paid out.
6. Employees must not make commitments or oral promises of employment to the person whom they refer.
7. Any disputes or interpretations of the program will be handled through TRIO Electric’s Talent Management Team.
8. All information regarding the hiring decision will remain strictly confidential.
9. We will not honor claims older than one calendar year.