

# CNY Cleaning Solutions Referral and Bonus Program Policy

## Introduction

CNY Cleaning Solutions values the contributions of our employees and recognizes the role they play in helping us attract new talent and business opportunities. To incentivize and reward these efforts, we have established a comprehensive Referral Program, which includes both Employee Referral and New Business Referral components.

## Employee Referral Program

### Eligibility:

- Employees must be employed with CNY Cleaning Solutions for a minimum of 3 months before they are eligible to participate in the referral program.
- The referred candidate must be hired by CNY Cleaning Solutions and must remain employed for at least 6 months before the referring employee qualifies for the referral bonus.

### Bonus Details:

- The referral bonus for a successful employee referral is \$150.00.
- The bonus will be processed and included in the referring employee's payroll following the referred employee's 6-month employment milestone.

### Conditions:

- The referring employee must be actively employed by CNY Cleaning Solutions at the time the bonus is payable.
- If the referring employee is terminated or voluntarily leaves the company before the bonus is paid, they forfeit their right to the bonus.
- The referred candidate must meet the company's hiring standards and successfully pass all phases of the hiring process, including background checks and any required pre-employment screenings.

### Referral Process:

- Referrals must be submitted by the suggested candidate completing an online application, listing the employee who recommended them and selected for employment.

- The referral form must include the referring employee's name and the contact details of the referred candidate.
- Referrals must be made prior to the referred candidate's initial interview.

**Additional Information:**

- There is no limit to the number of referrals an employee can make.
- In the event that multiple employees refer the same candidate, the bonus will be awarded to the employee whose referral form was submitted first.

## **New Business Referral Program**

**Eligibility:**

- All employees are eligible to participate in the new business referral program regardless of their tenure with the company.

**Bonus Details:**

- Employees who successfully refer new business to CNY Cleaning Solutions will receive a bonus of \$150.00.
- The bonus will be processed and included in the referring employee's payroll following the first successful billing cycle of the new account.

**Conditions:**

- The referring employee must be actively employed by CNY Cleaning Solutions at the time the bonus is payable.
- If the referring employee is terminated or voluntarily leaves the company before the bonus is paid, they forfeit their right to the bonus.
- The new business must result in a signed contract and the commencement of services for the bonus to be applicable.

**Referral Process:**

- Referrals must be submitted in writing to CNY Cleaning.
- The referral form must include the referring employee's name and detailed information about the prospective client.

**Additional Information:**

- There is no limit to the number of business referrals an employee can make.

- In the event that multiple employees refer the same business lead, the bonus will be awarded to the employee whose referral form was submitted first.

## **CNY Cleaning Solutions Longevity/Retention Bonus Program**

### **Introduction**

CNY Cleaning Solutions is committed to recognizing and rewarding the loyalty and dedication of our employees. To show our appreciation, we have established a Longevity/Retention Bonus Program that provides financial bonuses to team members who achieve significant employment milestones with the company.

### **Eligibility**

- All full-time and part-time employees of CNY Cleaning Solutions are eligible to participate in the Longevity/Retention Bonus Program.
- Employees must maintain continuous employment with no gaps in service to qualify for the bonuses.

### **Bonus Structure**

The Longevity/Retention Bonus Program awards bonuses at three key employment milestones:

- 1 Year of Continuous Employment: \$100
- 5 Years of Continuous Employment: \$500
- 10 Years of Continuous Employment: \$1,000

### **Conditions**

- **Continuous Employment:** To qualify for the longevity bonuses, employees must maintain uninterrupted employment with CNY Cleaning Solutions. Any breaks in service will disqualify the employee from receiving the bonus for that milestone period.
- **Actively Employed:** Employees must be actively employed at the time the bonus is payable. If an employee is on leave of absence (e.g., medical, personal, or parental leave) when a milestone is reached, the bonus will be awarded upon their return to active employment.

### **Payment Schedule**

- The longevity bonuses will be processed and included in the employee's payroll during the pay period following the milestone date.
- Bonuses are subject to applicable taxes and will be reported as income.

### **Additional Information**

- **One-Time Bonus:** Each longevity bonus is a one-time payment for each respective milestone.
- **Non-Transferable:** Longevity bonuses are non-transferable and cannot be exchanged or combined with any other incentive programs.
- **No Retroactive Bonuses:** Employees will not receive retroactive bonuses for milestones reached prior to the implementation of this policy.

### **Termination and Rehire**

- **Termination:** Employees who are terminated or who voluntarily leave the company before reaching a milestone are not eligible for the bonus for that period.
- **Rehire:** If a former employee is rehired, their previous service time does not count towards the longevity milestones. The employment duration resets from the date of rehire.

## **CNY Cleaning Solutions Christmas/Year-End Bonus Program**

### **Introduction**

CNY Cleaning Solutions appreciates the hard work and dedication of our employees throughout the year. As a token of our gratitude, we have established a Christmas/Year-End Bonus Program to reward our staff members for their contributions to the company's success.

### **Eligibility**

- **Employment Status:** All full-time and part-time employees of CNY Cleaning Solutions are eligible to participate in the Christmas/Year-End Bonus Program.
- **Tenure Requirement:** Employees must have completed at least three months of continuous employment by November 1st of the current year to be eligible for the bonus.
- **Active Employment:** Employees must be actively employed on November 1st of the current year to receive the bonus.

### **Bonus Structure**

The Christmas/Year-End Bonus will be distributed as follows:

- **Full-Time Employees and Part-Time Employees:** A fixed bonus amount based on the company's annual performance and individual employee performance evaluations.

### **Determination of Bonus Amounts**

- **Company Performance:** The total bonus pool will be determined by the company's financial performance for the year. This will be evaluated by the owners.
- **Individual Performance:** Bonus amounts for each employee will be influenced by individual performance evaluations conducted by their direct supervisors. These evaluations will consider factors such as attendance, productivity, teamwork, and adherence to company policies.

### **Payment Schedule**

- The Christmas/Year-End Bonuses will be processed and included in the final payroll for November.
- Bonuses are subject to applicable taxes and will be reported as income.

### **Conditions**

- **Continuous Employment:** Employees must maintain continuous employment without any unapproved gaps in service to qualify for the bonus.
- **Pro-rated Bonuses:** Employees who are hired after March 1st of the current year, but before December 1st, will receive a prorated bonus based on their start date and hours worked.
- **Leaves of Absence:** Employees on approved leave (e.g., medical, parental) who meet the tenure requirement and are actively employed on December 31st will be eligible for the bonus.

### **Program Modifications**

- CNY Cleaning Solutions reserves the right to modify, suspend, or terminate the Christmas/Year-End Bonus Program at any time. Any changes will be communicated to all employees in a timely manner.

### **Additional Information**

- **Non-Transferable:** Christmas/Year-End Bonuses are non-transferable and cannot be exchanged or combined with any other incentive programs.
- **No Retroactive Bonuses:** Employees will not receive retroactive bonuses for previous years before the implementation of this policy.

## **General Terms and Conditions**

- All referral bonuses are subject to applicable taxes and will be reported as income.
- CNY Cleaning Solutions reserves the right to modify or terminate the referral programs at any time. Notice of such changes will be communicated to all employees in a timely manner.
- Employees are expected to maintain the confidentiality of company and candidate information during and after the referral process.
- The referral programs are designed to encourage and reward employees for helping to grow the company's talent pool and client base. Any abuse or manipulation of these programs may result in disciplinary action, up to and including termination of employment.

## **Contact Information**

For any questions or further clarification regarding the referral programs, employees are encouraged to contact us.

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***By participating in the CNY Cleaning Solutions Referral Programs, employees agree to abide by the terms and conditions outlined in this policy. We thank our employees for their continued dedication and contributions to the success of our company.***



