



BANFF CARIBOU PROPERTIES 229 Bear Street, 3rd Floor, Wolf & Bear Mall
 Tel (403) 762-2642 Fax (403) 762-4763 Canada & USA 1-800-661-8310
 PO Box 1070, Banff, Alberta, Canada T1L 1H8 bestofbanff.com

Employee Referral Agreement

Banff Lodging Company is delighted to offer cash rewards to employees upon referring individuals who are successfully hired within the Banff Lodging Company between **February 1st** and **August 31st** in the applicable calendar year.

Referred Employee Type	Average Hours Worked per Week	3-Month Reward	6-Month Reward	Total Reward
Part-Time	20-29 hours	\$75.00	\$75.00	\$150.00
Full-Time	30+ hours	\$150.00	\$150.00	\$300.00

*Terms and conditions apply.

How do I refer someone for a job with Banff Lodging Co.?

- Introduce the person you know to the hiring manager, either in person or by providing a resume.
- Once the person you know is hired, complete this form and submit it to the hiring manager.

My Information...

Referee:
 (your name) _____
 Work _____
 Location: _____
 Employee _____
 Number: _____

I am referring...

Referred
 Name: _____
 Work _____
 Location: _____
 Employee _____
 Number: _____

I have read, understand and agree to the following Terms and Conditions:

1. Referrals will be considered valid, and respective rewards paid, subject to the correct completion of this agreement, including authorization of the referred employee's hiring manager.
2. Referrals are valid for referred employees commencing employment between **February 1st** and **August 31st** only.
3. For rewards to be paid, a completed referral agreement must be received by Human Resources within 1 month of the referred employee's first day of work.
4. Rewards will typically be processed during the concurrent pay cycle, and eligible rewards will be included in the following bi-weekly pay cycle.
5. The referee must be an active BLC employee on the pay cut off date of the pay period in which the referred individual's 3 and 6-month anniversary in order to receive respective reward payment(s). If referee is on leave at the referred individual's 3 or 6-month anniversary the Employee Referral Bonus will be paid in the pay period following the referee's first ten days of work upon their return to active status.
6. Salaried employees are not eligible to participate in the Employee Referral Program as a referee.

Employee Name (First, Last)

Employee Signature

Date (MM/DD/YY)

Authorizing Manager Name (First, Last)

Authorizing Manager Signature

Date (MM/DD/YY)

