

Employee Referral Program¹

The NFTA is seeking to hire full-time permanent bus and rail operators (including paratransit operators) as well as full-time mechanics (at Mechanic A level and above). Effective December 1, 2021, all employees of the NFTA, whether represented by a bargaining unit or not, will be eligible for an employee referral payment through this program for the successful referral of an individual who becomes in the future a full-time employee of the NFTA in a position covered by the Employee Referral Program.

- The total amount of the referral payment is \$1,000.00, which is payable in full for each successful referral on and after December 1, 2021 of an individual to the NFTA for a covered position (up to a maximum of five such bonus payments to any one person who makes such referrals).
- A successful referral means the full-time employment of an individual in a covered position. The individual who is hired must pass probation and/or any training or qualification period and must work for more than one year in a covered position.
- Covered positions are full-time bus and rail operators, paratransit operators, and mechanics (in positions at Mechanic A level and above).
- The \$1,000.00 referral payment will be paid in two installments. The first payment of \$250.00 shall be issued within 30 days following the latest of the completion of the probationary period (and/or any training or qualification period) of the individual who was referred to the NFTA. The second payment of \$750.00 shall be issued within 30 days following when the individual who was referred to the NFTA reaches their one year anniversary date of hire.
- Payments will be issued as a separate payroll check, with any applicable tax deductions.
- Payments under this program are for prospective employee referrals only, which are made on or after December 1, 2021. Any employee who referred an individual to the NFTA prior to the start of this program on December 1, 2021 will not be eligible for a referral payment.

¹ The terms of the Employee Referral Program as set forth herein may be amended as required at the sole discretion of the NFTA. The Employee Referral Program may be ceased at any time at the sole discretion of the NFTA.