



Date: August 13, 2015
To: All Employee's
From: Craig Fleming
Re: Incentive Bonus for Referrals and New Hires

Dunn Construction is expanding its workforce. In order to achieve in hiring quality career minded candidates, we are reaching out to you, our employees, by putting into place a Referral and Hiring Incentive Bonus. (Please refer to the specifics of the program and definitions of a non-qualified candidate/referral on reverse side.)

All Incentive Bonuses are to be added to your weekly paycheck and taxed accordingly. REFERRAL OF A QUALIFIED CANDIDATE IS PAID ON THE PAY PERIOD FOLLOWING THE NEW EMPLOYEES' 90th Day of Employment. This is the breakdown in structure of the Referral and Hiring Incentive Bonus:

Truck Driver Referral: \$500.00 to referring employee
(CDL w/HAZMAT Endorsement) \$500.00 to newly hired employee

Truck Driver CDL Referral: \$400.00 to referring employee
\$400.00 to newly hired employee

Equipment Operator Referral: \$300.00 to referring employee
(Paver, Roller, Motor grader, Loader, \$300.00 to newly hired employee
Backhoe, Shuttle-buggy, Track hoe,
Dozer, Screed, Lute, and
Asphalt Plant)

The referral Bonus will be paid again, at the same rate, the pay period following the qualified candidates 365th Day of Employment.

AN EQUAL OPPORTUNITY EMPLOYER

3905 Messer Airport Hwy., Birmingham, AL 35222

P.O. Box 11967, BIRMINGHAM, AL. 35202

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RULES FOR INCENTIVE BONUS
FOR REFERRING EMPLOYEES AND NEW HIRES

- 1) The applicant must write the referring employees name on their application on the "Name of Source" line and may only list ONE person as their referral source.
- 2) The position the individual is hired for is the basis of the bonus. (If someone says they are a driver but their record does not meet qualifications and is hired as a laborer, the driver referral will not be paid.)
- 3) Anyone hired through office staff, outside recruitment or advertising is exempt from the referral/hiring bonus.
- 4) Applicant and referring employee are both ineligible if new hire is to report directly to the referring employee within the same crew.
- 5) Any referral for a new hire that has worked for Dunn Construction within the last 180 days is not eligible for the referral and new hire incentive.
- 6) ALL Incentive Bonus payments will be added to your weekly paycheck and will be taxed accordingly.
- 7) Qualification of the referral/new hire is determined by the Director of Human Resources and the decision is final.

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