



Date: April 13, 2022

To: All Employee's

From: Bo Walters

Re: Incentive Bonus for Referrals and New Hires

Dunn Construction is expanding its workforce. To achieve in hiring quality career minded candidates, we are reaching out to you, our employees, by updating our Referral and Hiring Incentive Bonus. (Please refer to the specifics of the program and definition 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' 90<sup>TH</sup> DAY OF EMPLOYMENT. This is the breakdown in structure of the Referral and Hiring Incentive Bonus:

Truck Driver Referral: \$750 to referring employee  
(CDL w/HAZMAT Endorsement) \$750 to newly hired employee

Truck Driver CDL Referral: \$600 to referring employee  
\$600 to newly hired employee

Equipment Operator Referral: \$400 to referring employee  
(Paver, Roller, Motor Grader, Loader  
Backhoe, Shuttle-buggy, Track Hoe, \$400.00 to newly hired employee  
Dozer, Milling Machine, Lute, Asphalt  
Plant Utility, Asphalt Plant Operator,  
QCQA, Deisel Mechanic)

Laborer \$200 to newly hired employee  
\$200 to newly hired employee

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

3905 Messer Airport Hwy., Birmingham, AL 35222

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## **RULES FOR INCENTIVE BONUS**

### FOR REFERRING EMPLOYEES AND NEW HIRES

- 1.) The applicant must enter the referring employee's name on the employee application under the following question: "If you were referred to by a Dunn Construction employee, please list that one person's name."
- 2.) The position the individual is hired for is the basis of the bonus. (If someone says they are a front-end loader operator, but they are unable to appropriately operate the front-end loader and they are hired in as a laborer, and bonus may be paid out at the laborer referral/hiring bonus amount.)
- 3.) Anyone hired through office/clerical staff, outside recruitment or advertising is exempt from the referral/hiring bonus.
- 4.) Applicant and referring employee are both ineligible if a new hire is to report directly to the referring employee within the same crew/plant/department.
- 5.) Any referral for a new hire that has worked for Dunn Construction within the last 365 days is not eligible for the referral and new hire incentive.
- 6.) All incentive Bonus payments will be added to your weekly pay and will be taxed accordingly.
- 7.) Qualification of the referral/new hire is decided by the Director of Human Resources and the decision is final.

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