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### **RECRUITMENT ENCOURAGEMENT PROGRAM**

To help attract and retain employees so that BASTA Universal (“BU”) can hire the necessary number of attorneys/staff required by Stay Housed LA (“SHLA”) to complete assigned deliverables and continue expanding representation of tenants facing eviction, BU has implemented the Recruitment Encouragement Program. The viral-based program intends to: (i) help reduce costs associated with traditional recruiters and (ii) incentivize everyone to share personal networks to connect BU with candidates that have built-in character references. This innovative effort will help to recruit and hire better qualified applicants and further support satisfying SHLA’s goals.

As approved by the Board of Directors of BASTA Universal, Inc., the Recruitment Encouragement Program consists as follows:

*For a licensed attorney referred to **and** hired as a full-time employee:<sup>1</sup>*

1. The referring individual will be paid \$2,500 during the first regular organization payroll following the 30<sup>th</sup> day from the new employee’s actual start date (not the date when the new employee accepted the job offer).
2. A referring individual does not have to be an employee to qualify for this recruitment program. For a non-employee who refers a candidate, payment will be contingent upon the referring individual providing a properly completed W9 tax form. In turn, the referring individual will receive a 1099-NEC tax form at the end of the calendar year.
3. The referring individual will be paid \$7,500 during the first regular organization payroll following the 300<sup>th</sup> day from the new employee’s actual start date (basically after 10 months), assuming the new employee remains employed with the organization at that time. If the new employee departs the organization’s employment beforehand, voluntarily or otherwise, the second payment will not happen.
4. If a candidate is referred by multiple individuals, then management will decide the split of referral fees (if any).

*For a non-attorney candidate referred to **and** hired as a full-time employee:*

- Same program terms apply but at a 50% referral fee rate versus the referral fee associated with the hiring of a licensed attorney.

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<sup>1</sup> To qualify, the referring individual must accomplish at least one of the following: (a) convince the candidate to email a resume to BU, (b) procure a resume from the candidate for BU personnel to schedule an interview, or (c) help to coordinate an in-person interview or “meet and greet” at the Los Angeles office with the hiring committee.



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**RECRUITMENT ENCOURAGEMENT PROGRAM REQUIRED FORM**

Date of submission: \_\_\_\_\_  
Referring individual: \_\_\_\_\_ Candidate name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Position referred for:  Attorney  non-Attorney  
Relationship to employee (friend/family member, or other): \_\_\_\_\_

I have read and understand BASTA *Universal's* Recruitment Encouragement Program Policy. I understand that if the candidate I referred is hired as a result of my referral, I will receive the first payment during the first regular organization payroll following the 30<sup>th</sup> day from the new employee's actual start date (not the date when the new employee accepted the job offer), and the second payment, assuming the new employee remains employed with the organization at that time, will be paid during the first regular organization payroll following the 300<sup>th</sup> day from the new employee's actual start date.

- *Attach the candidate's resume, and W-9 form if you are not a current BU employee*

For Internal Use Only: Answer all questions/Fill out all information below:

- Is this a "qualified" referral? <sup>1</sup>  yes or  no. Check which was met:  (a),  (b), or  (c)
- Do we have copy of candidate's resume or cover letter?  yes  no
- Was the candidate hired as a full-time employee?  yes  no
- *If an attorney referral, do we have their CA State Bar printout?*  yes  no
- *If non-employee referral, do we have a properly completed W9 tax form?*  yes  no

30<sup>th</sup> day reached on: \_\_\_\_\_

Initial payment approved by: (name) \_\_\_\_\_

Date: \_\_\_\_\_

300<sup>th</sup> day reached on: \_\_\_\_\_

Second payment approved by: (name) \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> To qualify as a referral, the referring individual must accomplish at least one of the following: (a) convince the candidate to email a resume to the organization for the purpose of seeking potential employment, (b) procure a physical resume from the candidate for administrative personnel to thereafter schedule an interview with the candidate, or (c) help to coordinate an in-person interview or in-person "meet and greet" at the Los Angeles office between the candidate and the hiring committee.