



**URATA & SONS CEMENT, INC.  
Referral Program 2008**

**What is the Employee Referral Program?** The Employee Referral Program is an opportunity to earn a bonus, help a friend or peer find a rewarding career opportunity and ensure we continue to employ highly qualified people. We believe that the best referrals are word-of-mouth, and that is why we offer a **bonus** each time we place a candidate that you refer.

Below is a brief summary of Urata & Sons referral program which is offered to regular full-time employees.

**Office Staff \$500 (before applicable taxes)** – Office staff includes receptionist, accounts receivable, accounts payable, office assistance, contract administrators, purchasing, dispatching estimating coordinator and junior field engineers. Bonus will be paid after candidate remains in position for at least (90) days.

**Project Managers / Estimating \$1,000 (before applicable taxes)** – Estimating includes Estimator, Chief Estimator, Senior Estimator and all experienced project managers. Bonus will be paid after candidate remains in position for at least (6) months.

**How to refer someone?** If you know of someone who is interested in an open position at Urata & Sons, you should complete an employee referral form indicating the title and name of the candidate.

**When is the bonus paid?** You will receive your bonus after the new employee has worked the required consecutive days. Both you and the new employee must be employed by Urata & Sons at the time of the bonus payment.

**Any fine print?** Only candidates referred from external sources qualify for the bonus; current Urata employees or anyone who has worked for Urata & Sons within the last twelve months do not qualify as bonus eligible candidates. Urata & Sons reserves the right to modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.

The Employee Referral Form must be submitted no later than the new employee's first week of work.

If you have any questions about this program, please contact Kelly Urata @ [kelly@urataconcrete.com](mailto:kelly@urataconcrete.com).

