

City of Two Harbors

Temporary Employee Referral Incentive Program

Beginning March 15, 2023, temporary employees of the City of Two Harbors who work for the City for a period of 60 working days in the calendar year, will be eligible for the City's Temporary Employee Referral Incentive Program. Any current temporary employee who refers a new temporary employee who is hired and works for a period of 60 working days, will qualify for a \$100 incentive payment, once the employee that they referred has completed 60 working days as a temporary employee of the City in the current calendar year.

1. Only one current temporary employee may refer any single new temporary employee.
2. New temporary employee must clearly state no more than one individual who referred them on their original application form for 2023.
3. Current temporary employee who refers new employee must also work not less than 60 days in the current calendar year.
4. Payment will not be made until both current and new temporary employees have completed 60 working days in the current calendar year and will be included with regular pay. No separate paycheck will be issued.

The purpose of this program is to encourage current employees to refer new applicants to work for the City. We also hope to encourage temporary workers to work a full 60 days or more as allowed.