



**RAMSEY/WASHINGTON
RECYCLING & ENERGY**
CONNECTING VALUE TO WASTE

**MEETING NOTICE
RAMSEY/WASHINGTON RECYCLING & ENERGY
FACILITY & FINANCE COMMITTEE**

Date: Thursday, January 6, 2022
Time: 1:00 p.m. to 2:00 p.m.
Virtual meeting: <https://zoom.us/j/98832213556?pwd=c2pPbmNNTkxVcXhhelFQRmxPSjl0dz09>
 Phone: 651-372-8299 | Meeting ID: 988 3221 3556 | Passcode: 951489

The chair of the Ramsey/Washington Recycling and Energy Board has determined that an in-person meeting is not practical or prudent because of the COVID-19 pandemic. Commissioners will participate by telephone or other electronic means and the board meeting will be conducted pursuant to and in compliance with Minnesota Statute 13D.021. Members of the public will be able to watch the public meeting live online.

The January 6, 2022 committee meeting is a regularly-scheduled business meeting and a closed session, as permitted by Minn. Stat. section 13D.03 to discuss general labor negotiation strategies related to negotiations with IBEW Local 23. A written roll of members and all other persons present at the closed portion of the meeting will be made available to the public after the closed meeting.

AGENDA:

I. Call to Order, Commissioner Roll Call, Introductions

II. Approval of Agenda Action Page 1

III. Approval of Minutes – September 16, 2021 Action Page 2

IV. Employee Referral Program Information Page 3

V. Motion to Close Meeting Action
 This meeting will be closed as permitted by Minn. Stat. section 13D.05 to discuss general labor negotiation strategies related to negotiations with IBEW Local 23.

VI. Adjourn

NEXT FACILITY & FINANCE COMMITTEE MEETING:

Thursday, February 17, 2022 | 10:00 am – 12:00 pm | Zoom | Regularly scheduled business meeting



Referral Bonus Amount

- An employee may receive multiple referral bonuses, the total of which may not exceed \$3,000 in any year.
- Referral bonus payments are taxable income and will be paid as follows:
 - \$500 referral bonus awarded after new hire's first 30 days of employment,
 - \$500 referral bonus awarded after new hire's first six months of employment,

Referral Bonus Program Administration

The Referral Program operates in accordance with the following program requirements:

- Referral bonuses are awarded at the discretion of the HR Manager.
- Referral date cannot be earlier than the date the job vacancy is posted.
- The hiring of a referred applicant must occur within 180 days (six months) of the initial referral date.
- R&E will provide a form for completion and submission by either the applicant or the referring employee with the applicant's application indicating that the referring employee has made the referral.
- The first employee to refer an applicant will be the only referring employee eligible for payment.
- R&E will designate a position as "hard-to-fill" before the position is posted.
- Employees selected for eligible positions must be employed by R&E for at least one month before a referring employee may be eligible to receive a referral bonus.
- Referred applicants cannot be current employees of R&E in any capacity, to include temporary or contract employees.
- Both the referring employee and the referred applicant must be employed by R&E when any referral bonus is paid.
- The hiring process will be fair and consistent with R&E policy and procedures, with no bias for or against applicants whose selection might make another employee eligible for a referral bonus.