

Town of Falmouth
Memorandum of Understanding – Referral Bonus

This Memorandum of Understanding is entered into between the Town of Falmouth (the “Town”) and the Falmouth Professional Firefighters IAFF Local 5306 (the “Association”) (together, the “Parties”), on September 11, 2023, (the “Effective Date”) for the purpose of attracting and retaining qualified applicants with the Falmouth Fire-EMS Department. To facilitate this purpose, the undersigned agree to the following referral initiative, together with the following amendments to the Parties collective bargaining agree:

1. **Referral Bonus.** The Town shall pay a referral bonus of up to \$2,500 to any bargaining unit member who successfully refers a qualified full-time employee to the Town for employment. To be eligible for this referral bonus, the applicant whom the employee refers to the Town must:
 - a. identify the employee as the referral source;
 - b. be hired by the Town as a full-time employee; and
 - c. successful completion of their probationary period.
 - d. Referring employee must notify Human Resources and submit the designated paperwork.

This referral bonus shall be paid in two lump sum payments of \$1,250 each. The first lump sum payment shall be payable after the successful hire of the referred candidate completes four (4) weeks working in Falmouth. The second lump sum installment shall be payable upon the referred candidate’s successful completion of their probationary period. If the referred candidate does not successfully complete their probationary period, the employee shall not be entitled to the second lump sum payment. All referral payments will be made during the regular bi-weekly payroll process and will subject to applicable taxes.

Payment of a referral bonus under this Agreement shall be managed by the Town Manager or their designee, who shall be responsible for the oversight and implementation of this program. Any dispute regarding the same shall be resolved by the Town Manager and shall not be subject to the grievance or arbitration procedure. This incentive may be modified, changed, or discontinued at the discretion of the Town Manager/designee.

Date: _____

For the Falmouth Professional Firefighters IAFF Local 5306

By: _____

Its: _____

For the Town of Falmouth

By: _____

Its: _____