

EMPLOYEE REFERRAL PROGRAM

INTRODUCTION

You can help Martinez & Cutri Corporation, a friend and yourself by participating in the employer's Employee Referral Program. If you are an eligible employee, you can earn the fee in Attachment A if you refer an external applicant who is hired to a designated, open position with the company.

WHO IS AN ELIGIBLE EMPLOYEE?

The employee referral program is open to all full-time and part-time employees. Supervisory staff members are not eligible when hiring in their department.

WHAT IS A DESIGNATED POSITION?

A department can designate any position open for employee referral for positions in Attachment A.

HOW DO I REFER AN EXTERNAL APPLICANT?

An employee referral form may be obtained from the Human Resources Department. Fill out the form and have the external applicant attach it to their resume or application that they submit to the Human Resources Department. You cannot refer anyone who has already applied with Martinez & Cutri Corporation, who already works for the employer, or anyone who has worked for the employer in the last twelve months.

HOW DO I GET MY CASH REWARD?

The hiring department will pay you a cash award (subject to taxes) if the person you referred is hired for a designated open position and completes six months of continuous employment. You must be employed by Martinez & Cutri Corporation at that time to collect payment.

HOW DOES THE HIRING DEPARTMENT DESIGNATE A POSITION FOR THE PROGRAM?

The Human Resources Department notes in the appropriate job postings or sends a memorandum to the staff that a position is to be included in the Employee referral program. The department may include a position when it is first available or at a later date; however, once included, a designated open position may not be withdrawn from the program.

WHAT ELSE?

The Hiring Department reserves the right to determine whether or not referred applicants are qualified for a designated open position. If a referred applicant is hired for a non-designated position, no award will be paid. Martinez & Cutri Corporation may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.

In the event an applicant is referred from more than one source; for example, from two employees, or an employee and an employment agency, the deciding factor will be the

date of receipt of the referral within the Human Resources Department. The Human Resources Department will inform participating parties when such situations arise.

For any additional questions please contact:

Martinez & Cutri Corporation
750 B Street, Symphony Towers 1700
San Diego, CA 92101

Attachment A:

Referral fee: \$ 1,000.00

Position: Architectural Urban Planner

Job duties: Draft, facilitate, and implement plans and policies affecting residential and commercial land use and zoning; site analysis, selection and planning; recommend approval, denial or conditional approval of proposals; assess the feasibility of proposals and identify necessary changes; schematics and design developments; community planning; urban and regional design; advise clients on project feasibility, cost-effectiveness, regulatory compliance, and possible alternatives; conduct field investigations, surveys, impact studies or other research in order to compile and analyze data on economic, social, regulatory and physical factors affecting land use; discuss with planning officials the purpose of land use projects such as transportation, conservation, residential, commercial, industrial, and community use.

Requirements: Master's Degree in Architect or Urban Planning, or Equivalent, i.e., Bachelor's Degree in Architect or Urban Planning plus 5 years of progressive work experience.