



# UNITED SERVICES UNION

## RECRUITMENT ALLOWANCE POLICY

### Definitions

- i. Recruiter – A member of the United Services Union who is Financial at the time they recruit a Member and is Financial at the end of the Eligibility Period.
- ii. Member – A member of the United Services Union who is Financial and remains Financial for the entirety of the Eligibility Period.
- iii. Eligibility Period – The period starting on the day a member's first commitment date and ending six (6) weeks from that date.
- iv. Financial – A member is Financial if they are not unfinancial and they do not have any outstanding or unpaid commitments.

### Purpose

1. This policy will govern the eligibility, terms and conditions, payment, and all other matters relating to the \$50.00 recruitment allowance ("**the Allowance**").

### Entitlement

2. For each Member recruited by the Recruiter, the Recruiter shall receive a payment of \$50.00 into the Recruiter's nominated bank account by way of electronic funds transfer ("**EFT**").
3. A Member is recruited by a Recruiter if, and only if, the Recruiter's name appears on the Member's *Application For USU Membership* form in the following box (or equivalent location in Online Application):

Please indicate the name of person who provided this membership form to you.	
Name of person:	M'ship No. (if known):

AND

The Recruiter has completed a corresponding USU Claim form (as amended from time to time) which includes the Member's name.

4. For the purpose of this policy a Member is recruited on the date of the Member's first commitment date.

### Payment

5. On the Member's first commitment date a letter ("**the First Letter**") will be prepared by the Union to be sent to the Recruiter.
6. The First Letter will, at a minimum, advise the Recruiter of the following:
  - a. Their name has been listed on a new member's application form;
  - b. To receive the Allowance that member must maintain their membership with the Union for a period of six (6) weeks;
  - c. That payment of the Allowance will be made into the bank account the Union has on file; or *alternatively*
  - d. That the Union requires the Recruiter's bank account details in order to process payment of the Allowance.
7. Upon the expiration of the Eligibility Period, another letter ("**the Second Letter**") will be prepared by the Union and sent to the Recruiter.

8. The Second Letter will, at a minimum, advise the Recruiter of the following:
  - a. Whether or not they are entitled to receive the Allowance;
  - b. If they are so entitled, the date upon which payment of the Allowance is *likely* to be *processed* by the Union.
9. The Union will make every attempt to process Allowance payments on a weekly basis, so that a payment should be processed the week after the Union has issued the Second Letter.

**Exclusions**

10. The allowance is not payable to paid employees of the United Services Union (whether full-time, temporary, or seconded) for recruitment conducted during the paid employment period.
11. The Allowance may be subject to taxation. The United Services Union is not responsible for a recipient's liability or reporting.