



TITLE		POLICY #
Bonus – Employee Referral		HR-0702-00
MANUAL	EFFECTIVE DATE	REVISE DATE
Human Resources	11/01/2002	2001-12, 2006-05, 2007-12 2012-09, 2013-02 , 2013-8
SCOPE:	REFERENCE	
Organization – Wide		

**Policy:**

Employee Referral Bonus is used as an incentive to encourage current employees to assist in recruiting qualified individuals into vacant positions within the Hospital organization.

**Definitions:**

*Referred Employee*

An individual who completes an application for employment and is subsequently hired for employment into a full-time position.

*Referring Employee*

A current employee who has actively recruited an individual who has subsequently been hired to work within the Hospital Organization and the Referred Employee indicated this employee referred them on their original employment application.

*Duration*

Time period from the Referred Employee’s date of application through one (1) year following the Referred Employee’s date of hire.

**Procedures:**

- Eligibility
  - a. All employees within the hospital are eligible to participate in the Employee Referral Bonus program except for specific positions.  
Employees **NOT** eligible to participate:
    1. Corporate Executives
    2. Hospital Chief Executive Officers
    3. Hospital Chief Nursing Officers
    4. Lead Pharmacist
    5. Director of Quality Management
    6. Director of Provider Relations
    7. Lead, Case Management
    8. Human Resources Representatives
    9. Employees directly involved in Human Resources
    10. Employees with direct supervision over the referred employee
  - b. Any Referring Employee who is going to be directly supervising the Referred Employee is not eligible to participate.
  - c. Any Referring Employee who was involved in the interviewing and/or hiring process of the Referred Employee is not eligible to participate.

- d. If the Referred Employee is transferring within our Hospital organization will not be eligible to participate.
  - e. If the Referred Employee was employed by the Hospital or any of its related campus' anytime during the twelve (12) months preceding the date of hire, they are not be eligible to participate.
  - f. If the Referred Employee worked at the Hospital or any of its related campus' through an agency anytime during the twelve (12) months preceding the date of hire, they are not be eligible to participate.
  - g. The Referred Employee must remain as an active full-time employee during the duration of the referral program, without any breaks of service during the time period the referral period covers.
  - h. The Referring Employee must be active full-time, part-time or per-diem employees on the day the bonus is paid.
  - i. If more than one employee made the referral of the hired applicant, the gross Employee Referral Bonus will be divided equally between all referring employees.
- Employees Commitment
    - a. The Referred Applicant **must** specifically list the name(s) of the Referring Employee(s) on the Employment Application at the time the application is **initially** completed in the section titled **"How did you hear about us?"**
    - b. The Referred Employee must remain with the Hospital for the duration of six (6) months to be eligible and receive the referral bonus.
    - c. If the Referred Employee's status changes to anything other than Full-time within the first 90-days of employment, the Referring Employee forfeits the remaining referral bonus eligibility and will be responsible for repayment of all referral bonus monies previously paid to them in regards to the Referred Employee.
    - d. If the Referred Employee or the Referring Employee tenders resignation prior to completion of six (6) months, the Referring Employee forfeits any remaining referral bonus payments.
- Amount
    - a. The referral bonus amount will vary by Hospital location, structured to fit their regions recruiting needs.
    - b. The referral bonus amount(s) will vary based on license and certification levels.
- Payout Schedule
    - a. The payout schedule for all Employee Referral Bonus' is as follows:
      1. 50% of Bonus - paid upon the successful completion of thirty days (30) days continuous employment
      2. 50% of Bonus - paid upon the successful completion of six (6) months of continuous employment
    - b. All Employee Referral Bonus payments will be paid through the employee's regular paycheck. No manual checks will be allowed or approved.

- Process
  - a. At the time the Referred Employee is hired, Human Resources will complete Form - Employee Referral Bonus Letter to Referring Employee.
  - b. Obtain the Employee's signature of Acceptance on the Employee Referral Bonus letter. Give the original letter to the employee and keep a copy of the signed letter for Human Resources.
  - c. The copy of the signed Employee Referral Bonus letter will be held on file until such time the bonus is payable.
  - d. When the bonus becomes payable, forward the appropriate paperwork to the payroll department for payment.
  - e. Bonuses will be paid through the employee's next available regular paycheck from the date the bonus is payable.

**Attachments:**

- A. Attachment A: Cornerstone Candidate Referral Form
- B. Attachment B: Cornerstone Bonus Payment Agreement Letter



## Candidate Referral Form

Date Form Initiated:

Location:

Name of Employee Making the Referral:

Position Held:

Department:

Name of the Candidate:

Address:

Phone Number:

Position Applying For:

Comments:

Referring Employee's Signature

Date

CEO/CNO's Signature

Date

Hospital HR Representative's Signature

Date

### This Position Qualifies As:

- Standard Referral (\$200.00)  
(i.e., LVN/LPN, Office, Clerical, Dietary, HR, Techs, etc.)
- Critical Need and/or Shortage Referral (\$500.00)  
(To be determined at the discretion of Hospital Leadership)
- Clinical Specialty Referral (\$1,000.00)  
(RN, Rehab, Pharmacist and Clinical Department Leads)

\* Note: The first payment will be provided after the referred candidate employee completes 30 days of full-time employment and the second payment will be provided after the referred candidate completes six (6) months of full time employment.

Return the completed form with a copy of the candidates resume to:

[acaldwell@chghospitals.com](mailto:acaldwell@chghospitals.com) or mail to the Corporate office at 2200 Ross Avenue, Suite 5400; Dallas, TX 75201



Date:

To:

Dear \_\_\_\_\_,

Cornerstone Healthcare Group would like to extend a special Thank You for your employee referral.

The employee you referred, \_\_\_\_\_, was hired on \_\_\_\_\_ qualifies you for an employee referral bonus of \$ \_\_\_\_\_. Your referral bonus will be paid according to the table below:

Your Referral Bonus will be paid	Bonus Payment Amounts	Approximate Date of Payout
After 30 Days successful completion of continuous service from your hire/conversion date	50% of total Bonus: \$ _____	
After Six (6) Months successful completion of continuous service from your hire/conversion date	50% of total Bonus: \$ _____	

**The following conditions apply to these bonus payments:**

- Employee Referral Bonus payments are based the referred employee's date of hire or conversion date
- This offer is subject to all rules and regulations outlined in all Bonus Plan Policies
- This offer is contingent on the referred employee maintaining continuous full-time employment for one year
- All of the bonus payments will be less any required withholdings, and in accordance with normal Company practice (i.e. bonus payments will be included in your regular pay rather than a separate check)
- If you or the referred employee ends employment (voluntarily or involuntarily), or if you or the referred employee changes status from anything other than full-time, you agree to either repay all of the bonus payments received, and/or allow garnishment of any wages due to you in order to satisfy this requirement

Please acknowledge acceptance by signing and returning this letter. If you have any questions, please do not hesitate to contact me. Again, thank you for assisting us in recruiting the very best employees.

Sincerely,

<b>ACCEPTANCE</b>	
I accept and understand the above outlined terms and conditions of this letter. I also understand that this letter does not represent a contract nor promise employment for any specific length of time.	
_____	_____
Employee Signature	Date