

## Summary

The Employee Referral Program is intended to encourage and recognize those employees who refer successful candidates to Union Hospital for full or part time **hard to recruit** positions. As an incentive, the hospital offers a monetary bonus for each person who is hired based on the following criteria:

- Human Resources will identify **hard to recruit** positions on the posting. Go to [www.uhcc.com/careers](http://www.uhcc.com/careers) and click on “view current openings.” If eligible, you will see “EE Referral Eligible” beside the requisition number.
- The Employee Referral Eligible Position must be for a FT or PT status position (minimum 24 hours/week) – excluding weekend option, per diem and casual part-time.

## WHO IS ELIGIBLE TO MAKE A REFERRAL?

All active Union Hospital and Triangle Health Alliance employees, with the exception of:

- Employees of Human Resources, Executive Management, Employed Doctors, Advanced Practice Providers (Nurse Practitioners and Physician Assistants), Directors, Supervisors and Managers.
- Employees or physicians with supervisory responsibility to the referred candidate within area or scope of responsibility.

## HOW TO MAKE A REFERRAL

- The referral must represent the candidate’s initial contact with Union Hospital or Triangle Health Alliance, i.e. candidate never held a position or sought employment with Union Hospital or Triangle Health Alliance in the past, this includes working through an agency.
- The referral cannot be submitted before the job requisition is posted. The referred candidate must be hired within 180 days (six months) of the initial referral date.
- Submit the Candidate Referral Form to Human Resources prior to interview date of the candidate. HR will submit the form to the appropriate recruiter for validation during interview with the candidate. The first employee to refer a candidate will be the only referring employee eligible for payment.
- Candidate must select “Employee Referral” on the online application.
- The new hire and the referring employee must each be in an active status on the payroll at time of scheduled payment.
- Payments are terminated when either employee becomes inactive or the new hire changes status to Casual Part Time or Per Diem.
- A successful referral for a **hard to recruit** position will pay a total bonus amount of \$2,000.00.

## PAYMENT PROCESS

- The bonus is subject to proper withholdings and will be paid in three installments:
  1. \$500.00 after new hire successfully completes 90 days from start date
  2. \$500.00 after 6 months (180 days) of employment
  3. \$1,000.00 at one year of employment
  4. The newly referred employee must still be employed in FT or PT status.
- *Union Hospital reserves the right to cancel or discontinue the Employee Referral Program at any time based on the needs of the organization.*
- *Employees who attempt to improperly seek to obtain a referral payment under the terms of this program are subject to disciplinary action, up to and including termination.*

**Form Must Be Received by Human Resources Prior to Interview to be Eligible**

|                      |                      |                          |
|----------------------|----------------------|--------------------------|
| <b>Employee Name</b> | <b>Print</b>         | <b>Sign</b>              |
|                      | <b>Employee #</b>    | <b>Date</b>              |
| <b>Referral Name</b> | <b>Print</b>         | <b>Sign</b>              |
|                      | <b>Requisition #</b> | <b>Referred Position</b> |

### Program Details

|                             |   |
|-----------------------------|---|
| <b>Eligible Positions</b>   | Human Resources will identify <i>hard to recruit</i> positions on the posting. Go to <a href="http://www.uhcc.com/careers">www.uhcc.com/careers</a> and click on "view current openings." If eligible, you will see "EE Referral Eligible" beside the requisition number.   |
| <b>Employee Eligibility</b> | All Union Hospital and Triangle Health Alliance active employees, with the exception of Human Resources Personnel, Executive Management, Employed Doctors, Advanced Practice Providers (Nurse Practitioners and Physician Assistants), Directors, Supervisors and Managers. Employees or physicians with supervisory responsibility to the referred candidate within area or scope of responsibility.   |
| <b>Referral Eligibility</b> | The referral must represent the candidate's initial contact with Union Hospital or Triangle Health Alliance, i.e. candidate never held a position or sought employment with Union Hospital or Triangle Health Alliance in the past, this includes working through an agency.<br>The first employee to refer a candidate will be the only referring employee eligible for payment.   |
| <b>Requirements</b>         | The referral cannot be submitted before the job requisition is posted.<br>The referred candidate must be hired within 180 days of the initial referral date.<br>Candidate must select "Employee Referral" on the online application.<br>All referrals must first be submitted to Human Resources on a Candidate Referral Form.<br>The new hire and the referring employee must each be on the payroll in an active status at time of scheduled payment.<br>The newly referred employee must still be employed in FT or PT status.   |
| <b>Payment Schedule</b>     | A successful referral for a <i>hard to recruit</i> position will pay a total bonus of \$2000.00.<br>The bonus is subject to proper withholdings and will be paid in three installments.<br><i>1<sup>st</sup> Installment = \$500.00</i> 90 days from start                      Payment Date: _____<br><i>2<sup>nd</sup> Installment = \$500.00</i> 6 months of employment                      Payment Date: _____<br><i>Final Installment = \$1,000.00</i> 1 year of employment                      Payment Date: _____<br>Payments are terminated when either employee becomes inactive or the new hire changes status to Casual Part Time or Per Diem. |

### Human Resource Use Only

|                      |                 |                       |                |
|----------------------|-----------------|-----------------------|----------------|
| <b>Form Received</b> | HR Staff Member | Signature             | Date Received  |
| <b>Interviewer</b>   | Print Name      | Signature             | Interview Date |
| <b>Date of Hire</b>  |                 | <b>Processed Date</b> |                |

Union Hospital reserves the right to cancel or discontinue the Employee Referral Program at any time