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| Employee Referrals | **Last Revision:** | June 2017 |
| **Last Reviewed:** | May 2018 |
| **Applies to the following THA Group of Companies:**  | * Island Health Care
* Island Hospice
* Independent Life at Home
* RightHealth®
* THA Services
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| **Included in the following THA Manuals:** | Administrative Policies & ProceduresTalent Management |

### PURPOSE

The purpose of this policy is to establish an incentive program for Employees who recruit individuals into critical positions.

### POLICY

1. Eligibility: All THA Group Employees are eligible for incentives under this program, except for members of the Talent Management team and managers of those who the referred candidate would be reporting to.
2. Hard to fill positions include the following: RN, PT, ST, OT, NP, COTA and PTA. Due to the dynamic marketplace and changing staffing requirements, those positions defined as hard to fill positions are subject to periodic change.
3. Evidence of Referral: To be eligible for incentive payments, the referral form must be submitted along with the candidate’s resume to Talent Management.
4. Incentive Payments. Employees who recruit individuals into qualifying positions within the parameters of this program will receive $750 as follows:
	1. Fifty percent (50%) in the pay period following the recruited Employee having completed his or her introductory period (90 days).
	2. Fifty percent (50%) in the pay period following the recruited Employee having completed 180 days.
5. Payments will be made only if the recruited employee and the referring employee has remained in an active status during the incentive period. Additionally, incentive payments are not authorized for the recruitment of individuals who have been employed by THA Group in any capacity within the past two years.  All incentive payments are considered taxable income and are subject to standard withholdings.

Note: A $50 gift card will be awarded for any position outside of the hard-to-fill positions listed above to include; PRNs, LPNs, Admins, CNAs, PCAs, etc. The gift card will be presented to the referring employee after the new hire has completed 180 days of service. Both the referring employee and the referred employee must be an active employee at the time of payout.

### PROCEDURE

1. Complete the referral form and submit it along with the candidate’s resume to Talent Management.
2. Talent Management will date the referral form and verify that no one else has referred the candidate. Qualified candidates will be scheduled for an interview.
3. The candidate needs to state the name of the person referring them on the application.
4. The new employee will be provided an affidavit on Day 1 seeking the name of the referring employee. The employee name must be stated on this affidavit in order to receive the incentive.
5. In the event there are multiple people listed as the referring employee. The incentive amount would be shared.
6. If the candidate is hired and the referral requirements are met, the incentive will be paid out as directed in the policy guidelines.