

<b>POLICY TITLE:</b> Employee Referral Bonus	
<b>DISTRIBUTION:</b> Human Resources	<b>LAST REVISED:</b> July 2024
<b>OWNER:</b> Human Resources	<b>ORIGINATION DATE:</b> NA

## **PURPOSE:**

To encourage employees to refer qualified external candidates for Regional Medical Center’s open positions and to reward employees for their efforts in attracting top talent.

## **Eligibility:**

All current employees are eligible to participate in the employee referral bonus program. Employees cannot refer themselves.

The referral bonus will be provided to the referring employee when all of the following are met;

1. The referring employee does not hold a decision making role in the hiring process
2. The applicant must list the current employee’s name as their referral source on their job application. If multiple referral employees are listed, the bonus will be split accordingly
3. When the referred candidate is hired to a part-time or full-time position with RMC

## **Bonus Payment:**

1. A referral bonus of \$250 will be paid to the referring employee when the referred candidate is hired and successfully starts employment with RMC.
2. An additional referral bonus of \$250 will be paid to the referring employee when the new hire completes 6 months of employment with RMC in the position for which they were originally hired.

## **Additional Considerations:**

- Employees may refer multiple candidates for different positions.
- The company reserves the right to modify or terminate the employee referral bonus program at any time.