

Weisman Children's Rehabilitation Hospital (WCRH)
Administrative Manual
Subject: Employee Referral Bonus

**SUBJECT: EMPLOYEE REFERRAL BONUS PROGRAM –
CRITICAL POSITIONS**

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1/21;1/24**

Corporate Policy

PURPOSE:

As an incentive to locate qualified potential employees to Weisman Children's Rehabilitation Hospital for positions that have been designated to be critical to the functioning of the company, an Employee Referral Bonus Program will be offered for a limited time.

POLICY:

It is the responsibility of the management team to determine which positions are critical and explain the policy and procedure to all employees and to ensure the policy is followed.

It is the responsibility of the Administrator to authorize and approve which positions are critical. The Administrator will then indicate the position eligible for payment of a referral bonus as well as the specific amount of the bonus.

PROCEDURE:

Any Weisman Children's Rehabilitation Hospital employee may refer an applicant for a "critical position" to the Department Manager using the Employee Referral Form (see attached). A "critical position" is defined by three (3) equivalents, one of which must be met before the Employee Referral Form can be submitted:

1. The "critical position" takes 60 days or more to fill.
2. From a regulatory stand-point, the "critical position" must be filled within a specific period of time.
3. The department is considering a temporary agency need.

This applicant must be located by that employee, and not, as an example, as a result of an advertisement or mailing. If the candidate is selected and after successful completion of the 90 Day Introductory Period, the referring employee will receive the bonus as follows:

The amount of the referral bonus will be based on the Full Time Equivalent status of the position along with the designation of critical need. The standard amount of the referral bonus is \$500.00 but can be modified by the Department Manager with approval from the Administrator. For referral of an employee for an approved position, the referral bonus will be paid in quarterly or bi-annual increments over a designated time period.

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1. If the referred employee leaves employment prior to the completion of the designated time period, payment of the bonus increments will be discontinued as of the time of resignation.
2. The applicant must indicate on their initial employment application form the name of the employee making the referral.
4. Applicants are not considered active referrals if they have not accepted a position within 45 days of the referral.
5. Rehires or persons contracted Weisman Children's Rehabilitation Hospital are not considered referrals.

Administrator

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Weisman Children's Rehabilitation Hospital
Employee Referral Bonus Form

Date: _____

Position: _____

Approval as critical position: _____
Department Head Administrator

Applicant (Print Name) _____

Applicant Address _____

Applicant Phone No. _____

I have spoken to the above applicant about possible employment with Weisman Children's Rehabilitation Hospital. He/She understands that someone from Weisman Children's Rehabilitation Hospital may be calling to discuss employment possibilities.

I am referring this person according to the procedure outlined in Weisman Children's Rehabilitation Hospital Employee Referral Program.

Employee Name _____

Employee Signature _____

Assigned work area _____

Received by: _____

Date Received: _____

Applicant date of hire _____

Referral bonus approved by: _____

Amount of Referral Bonus _____

Payment dates: _____

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(see All payments will be paid on the first payroll check following your eligibility date.