

## Unity Health Care- Department of Human Resources

# Employee Referral Reward Program Process & Guidelines

Unity Health Care is always looking for great people to join our team.

**You can help!** Unity Health Care takes great pride in its recruitment and selection process—a process which resulted in you joining our organization. Our past history indicates that one of the best sources for candidates who are likely to connect with our mission and culture are often identified through our existing employees.

Thus, as part of our recruitment process, we have implemented a revised **Employee Referral Program (ERP)**. Employees of Unity Health Care, Inc. are eligible to refer candidates who, if hired, can result in a referral reward amount up to a potential \$1,000 (*less taxes*), depending on the position vacancy. The reward amounts are different for each position.

**That's where you come in!** Research has shown, and our own experience supports, that new hires who come into an organization through employee referrals are *excellent contributors, stay with the company longer, and are a more cost effective recruit*. We are encouraging employees to check Unity's vacant positions (listed on the career page) and think about your social networks as potential resources to help refer candidates to Unity.

### **Employee Referral Program Process:**

**Who Can Make a Referral?** All Unity Health Care, Inc. employees can make a referral. Vice President levels and above, human resources personnel and managers with hiring authority over the referred candidates are eligible to refer to their own vacancies however; they will not be eligible to receive the referral.

**What positions are eligible for this reward program ?** You can review current career openings at on Career Center on [www.unityhealthcare.org/careers](http://www.unityhealthcare.org/careers).

**How much is the referral reward?** The recruitment team will inform employees beforehand, so they know the reward amount. The referral reward depends on the position vacancy. The reward amounts are different for each position. There will be some positions that will be identified as hard to fill (based on lack of candidate pool and the length it takes to find viable candidates (time to fill) or determined on the onset by the recruitment committee. In general, the **Referral Reward Payment Tier 1:** As of **February 21, 2018** the new Employee Referral Program reward amount is set at \$ 200 (general positions), \$500 (hard to fill)\*, or \$1000 (physicians (MD/DO/DDS). All referrals rewards are less taxes. (\* hard to fill details outlined on page 3 of this document)

**How much will I receive if my referral is retained as an employee at Unity Health Care ?** Employees referred and retained at Unity will qualify the referring employee to receive a **Referral Retention Reward Payment (Tier 2)**. What makes Unity extra special are the work relationships that our employees cultivate amongst each other. Unity wants to duplicate that culture of mentorship and coaching. In addition to the initial referral reward, Unity will offer the referring employee and additional reward if their referee is retained as an

*Unity employees are asked to complete the Employee Referral Program form using this following link:*  
[www.unityhealthcare.org/erp](http://www.unityhealthcare.org/erp)

employee. The referee will be eligible for an additional reward if an employee's stays with the organization for two years of consecutive employment, the referring employee will receive an additional payment equivalent to the first referral reward.

**Who can be referred?** Candidates are eligible for employee referral provided they:

- External candidates that are not currently employed by Unity Health Care, Inc. in any capacity, including temporary, casual, hourly, or student workers;
- Have not previously worked at Unity Health Care, Inc. (Applicant must not have been employed by Unity in previous 12 months through payroll, accounts payable or temporary agency).

**How do I refer someone?** The process of referring an applicant (candidate) is simple. The applicant is required to indicate that you referred them on their online application in the appropriate field (on the Unity Applications the section would be: Please enter **"other"** source: Were you referred by a current employee?\* (they should mark **"yes"**). Please enter their name and department\* (please enter just one employee and include the first and last name. Unity employees are asked to complete the Employee Referral Program form using this following link:

[www.unityhealthcare.org/erp](http://www.unityhealthcare.org/erp)

Unity Health care's employment application allows for the candidate to explicitly type in the referring employee's name. The employee's full name must be completely typed into the application. In the event that the same candidate is referred by more than one employee, the actual employee's name on the application will govern.

**How soon would I receive the payment? Payments:** Once a referral is hired and completes their 180 days of service at Unity Health Care, Inc., the employee that made the referral will receive the referral reward during the next schedule referral payment cycle (check request are processed every two weeks). **Please Note: Both** employees have to be employed at the time of the payment, in order to receive the payment. **Taxes.** Bonuses are considered supplemental wages and are therefore taxable as defined by the Internal Revenue Service (IRS).

**Is there a cap to how many employees' I can refer?** NO there is not a referral cap. There is no cap on the number of referrals an employee can make. We ask that employee's keep in mind that this program is provided to help employee's refer candidates that they **truly believe** will be successful in serving unity's mission, help support unity's vision and can exemplify unity's values. We **dissuade** employees who seek to only refer candidates solely for the reward money and not for a true fit for the organization or vacancy.

**How will I know that a referral has been hired?** You will receive notification. Unity Recruitment team will notify the referring employee of their eligibility and time frame of when they will be eligible for their referral reward via email from [recruitment@unityhealthcare.org](mailto:recruitment@unityhealthcare.org). Unity's Recruitment Team will complete the check request and submit to Finance Department /Payroll to pay the referral reward. The payment will be reflected in the employee's paycheck. As for the applicant you are referring, we asked that you remind them to notify you if they are hired to work at Unity.

*Hiring Managers expectations. Employee Referral Programs are more effective when hiring managers prioritize hiring. We asked hiring managers to review all applications and screen for the most qualified candidates. Collectively, timeliness and communication to the candidates will be crucial in the success of this program.*

## Other Things You Should Know

Hiring Managers expectations. Employee Referral Programs are more effectively when hiring managers prioritize hiring. We asked hiring managers to review all applications and screen for the most qualified candidates. Collectively, timeliness and communication to the candidates will be crucial in the success of this program. If you have any questions regarding the program, please contact department of human resources - recruitment team at [recruitment@unityhealthcare.org](mailto:recruitment@unityhealthcare.org).

Please note: For part-time positions of .5 and below the referral amount will be 50 percent of what's listed below.

Position Title	Tier 1 Reward: Incentive Amount (Paid After 180 days of successful employment).	Tier 2 Reward: Paid After 24 Months	Expires
General Employee Referral	\$200	\$200	Ongoing
Hard To Fill General Employee Referral	\$500	\$500	When position vacancy posting closes.
Registered Nurse	\$500	\$ 500	Ongoing
Physician (MD/DO/DDS)	\$1,000	\$1,000	Ongoing

**Additional Guidelines: Hiring Guidelines:** We'd like to remind our employees that Unity is an Equal Opportunity Employer and does not discriminate against protected characteristics. Unity Health Care, Inc. is an Equal Opportunity/Affirmative Action Employer and in keeping with our commitment, encourages women, minorities, persons with disabilities, and Vietnam-era and disabled veterans to apply.

Unity will look to select the best candidate for the position despite if the candidate has been referred. While an employee referral program is a great recruiting tool, Unity will only use this program as a percentage of its recruiting effort to avoid creating an unintentional disparate impact on some protected groups if employees refer candidates of the same race, religion, national origin, or any other protected class. All candidates will be evaluated for employment consistent with Unity Health Care, Inc. policies and procedures. All information regarding the hiring decision will remain strictly confidential. Any disputes or interpretations of the program will be handled through the Department of Human Resources.

**Disputes:** Any disputes or interpretations of the program will be handled through the Department of Human Resources.

**Hard To Fill Determinations:** Unity Recruitment Committee will determine the referral bonus according to how difficult it is to fill a position.

**Notification:** Unity's Recruitment Team will notify the referring employee of their eligibility and time frame of when they will be eligible for their referral reward via email from [recruitment@unityhealthcare.org](mailto:recruitment@unityhealthcare.org). Unity's Recruitment Team will complete the Personnel Action Form and submit to the Finance Department/Payroll to pay the referral reward. The payment will be reflected in the employee's paycheck. **Program Changes:** We may change our referral bonus program over time to add more interesting incentives. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. Employees who referred candidates before a reward was abolished or changed will still receive the appropriate reward.