



Title: **REFERRAL BONUS PROGRAM POLICY**

Section: **ADMINISTRATION**

Issue Date: 6/15/17 Updated: 12/17/18, Updated 8/13/2020

**POLICY:**

Pathlight will pay current employees a referral bonus if a new candidate for employment was referred by them and hired for part time, or full-time employment in a targeted position. This policy excludes referrals for current or former employees.

This policy is with respect to candidates hired into Targeted Positions below.

**\*\* Members of the Human Resources staff, Recruiters, and Executive Staff are not eligible for referral bonuses.**

**PURPOSE:**

To facilitate the organization's recruitment process by encouraging current employees to refer qualified candidates for employment, Pathlight has established a process by which the current employee can receive a monetary bonus for a successful hire.

**TARGETED POSITIONS:**

Residential Direct Support Professionals and Residential Nursing positions.

**GUIDELINES:**

1. The **candidate** must indicate, when first applying for the job, the name of the employee he/she was referred by on their **completed** application. This includes electronic and paper applications. After the fact referrals will not be accepted.
2. All normal hiring policies and procedures apply.
3. The employee who made the referral must be open to act as a Personal Reference for the candidate and may be required to complete a phone interview as a reference as deemed necessary.
4. Employees referring a candidate for employment will receive a referral bonus, after suitable fingerprint results, based on the following:
  - a) Referral bonus will be paid in accordance with the chart below if the defined criteria has been met.
  - b) If the referred candidate is hired into a regular part-time or full-time DSP or nursing position and remains employed in that or a higher level position, the referring employee will be paid

the bonus in three distinct increments; at the new hire's successful completion of three months, six months and their completion of one year (as shown below).

c) If a referred staff is hired into a regular position and changes to per diem they will no longer be eligible for the referral bonus.

d) Criteria that must be met to receive referral bonus per chart below is as follows:

- Criteria for **three months**: the referred staff, cannot be in one of the following categories: Performance Improvement Plan, Performance Appraisal Extension, or Final Warning Status.
- Criteria for **six months**: the referred staff, cannot be in one of the following categories: Performance Improvement Plan, Performance Appraisal Extension, or Final Warning Status.
- Criteria for **one year**: The referred staff must:
  - not have a performance improvement plan in place
  - not be on a final warning
  - have an acceptable Performance Appraisal with completion of all available trainings
  - been in a full or part time position for 1 full year

EE Classification	Paid at 3 months from DOH	Paid at 6 months from DOH	Paid at One year from DOH
Full time or part time	\$75.00	\$125.00	\$200.00

5. The employee who made the referral must still be actively employed with the organization when the referral bonus is due to be issued.
6. All referral bonuses are subject to applicable federal, state, and local tax withholding.
7. This referral bonus program is a pilot program and may be modified or terminated at the organization's discretion.

\_\_\_\_\_  
Executive Director Approval

\_\_\_\_\_  
Date