



Manual: Human Resources

Section: Benefits

Number: HR207v9

Policy **Procedure**

Title: Recruitment Referral Bonus

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| Current Content Expert: Kathleen Wilkinson, Director HR Operations | Committee Approval(s) HR Steering Team P&P Coordinating Committee | Date(s) 07/10/23 07/11/23 |
| Department Head: Mark Steiman Vice President and Chief Human Resources Officer | | |
| Executive Management Team Member: Mark Steiman Vice President and Chief Human Resources Officer <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised <input type="checkbox"/> Reviewed (no changes) Track: <input type="checkbox"/> A <input checked="" type="checkbox"/> C Replaces: 07/01, 01/02, 05/05, 04/07, 08/11, 07/12, 06/18, 05/20, 06/22 | Medical Executive Committee Approval Date: Board of Directors Approval Date: Effective Date: | n/a n/a 07/13/23 |

I. PURPOSE:

To recognize all associates of CHOC who refer qualified applicants that are hired by CHOC in an effort to enhance the recruitment efforts in a cost-effective, innovative and collaborative way.

II. POLICY:

CHOC will pay a referral bonus to any qualified Full Time, Regular Part Time or Per Diem associate, who refers a qualified candidate hired for Full Time or Regular Part Time positions.

III. DEFINITIONS:

A. Referral Bonus: A fixed incentive amount based on the position filled, the Good Standing status, as defined in Human Resources Policy Good Standing, of the hired associate and the length of employment of the hired associate as established by executive management and the Human Resources Department from time to time and communicated to associates.

IV. GUIDELINES:

Associates are eligible for referral bonus if all the following apply:

- A.** Referring associate must be current associate of CHOC at the time of the referral as well as at the time of each bonus payment.
- B.** Referral must be Full Time or Regular Part Time status.
- C.** Individuals who have responsibility for hiring the particular position or the potential to influence hiring decisions (including the Human Resources staff) are excluded from receiving a referral bonus when there appears to be a potential conflict of interest.

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- D. Potential candidates must not have been employed by CHOC or worked as contract labor within a twenty-four (24) month period prior to being referred.
- E. Potential candidates must not be under consideration as a bona fide referral from another source or on file with CHOC as a previously referred candidate for the same position.
- F. Bonus awards paid to associates will be taxed at the current Federal and state required supplemental tax rates, and all applicable Social Security, Medicare and State Disability Insurance (SDI) amounts will be withheld.

V. PROCEDURE:

- A. Potential candidates must indicate the referring associate's name when completing the employment application at the time of applying for the position. CHOC associates identified in any other manner or at any other time shall not be eligible for the recruitment bonus.
- B. The Human Resources Department will check eligibility of referring associate and position eligibility.
- C. The Human Resources Department will maintain data regarding associate referrals and will notify the referring associate when they become eligible for the referral bonus.
- D. The Human Resources Department will process referral bonuses through Payroll.

| REVISION HISTORY | | | |
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| Number | Date | Author | Revision / Updates |
| HR207v8 | 06/2022 | Kathleen Wilkinson | Replaced "193 – Recruitment" with "Good Standing" throughout policy |
| HR207v8 | 07/10/2023 | K. Wilkinson | III. remove definition B. difficult to recruit positions IV. removed section F. Referring associate must be in Good Standing, as defined in HR Policy Good Standing, to be consider for bonus eligibility |