

WEST VIRGINIA UNIVERSITY HEALTHCARE
Registered Nurse Referral Bonus Guidelines

Effective 07-17-2015

Registered Nurse Referral Bonus

A. PURPOSE OF PROGRAM:

In order to increase West Virginia University Hospital's staffing for areas with high vacancy, proven difficult to fill positions or market sensitive positions, a referral bonus will be paid to employees who refer hired applicants for Registered Nurse positions.

B. ELIGIBILITY:

In order for an employee to be eligible for a referral bonus, the following eligibility requirements must be met.

1. Referred candidates who are prior WVUH employees must have been separated from the organization for at least one (1) year.
2. Referred candidates that have interviewed or applied with WVUH within the past 6 months of the referral bonus program implementation are not eligible.
3. Referred candidate must accept and maintain a full-time benefit eligible Registered Nurse position .9 or 1.0 FTE for one year.
4. All WVUH and UHA employees except members of Management, Supervisors, Clinical Preceptors, Physicians, Human Resources or others with supervisory responsibility are eligible to participate.

C. RECRUITMENT/EMPLOYMENT PROCESS

1. Recruitment process will follow the guidelines set forth in policy V.015 – Employment Process

E. REFERRAL BONUS STRUCTURE

1. Referral bonus will be in the amount of \$2,000 less appropriate withholdings (taxes).
2. Payments will be made on the following schedule:
 - a. \$1000 to be paid to employee when the referred employee successfully completes 90 days employment.
 - b. \$1000 to be paid to employee when the referred employee successfully completes 1 year of employment.
3. Payments are contingent that the applicant has successfully met all the program guidelines and has been approved for participation in the program.
4. Payment amounts will be paid directly to the employee, less appropriate withholdings (taxes), and will be reflected on their paycheck.
5. WVUH will not be responsible for any bonus payment amounts if the referred employee has given notice of employment termination, terminates employment or has given notice of or changes to an ineligible position.
6. Both the referring employee and the referred employee must be employed by WVU Healthcare when the referral bonus is due to be paid or the remaining balance owed on the reward will be forfeited.
7. In the event the full-time referral changes his/her FTE status below a .9 during the first year of employment with WVUH or transfers to another job title, the remaining balance owed on the bonus will be forfeited

8. The Human Resources Department shall be responsible for calculating, authorizing, managing and processing all payments under this Program. Payments will be processed during the next regular pay period following the commitment and upon successful verification the participants have met all the program requirements.
9. WVUH shall continue to have the right under existing hospital policies to take disciplinary action against any Program Participant due to performance or attendance issues, which action may result in discharge from employment and removal from the Program, therefore the reward will be forfeited.
10. Referral bonus will not be awarded unless the appropriate form is submitted to Human Resources.
11. In the event of duplicate referrals, the completed Referral Form received first by Human Resources will receive the reward.
12. Duration of the Program will continue until allocated funds for the Program are exhausted and at Human Resources and Management discretion.
13. Nothing in this program shall be construed as an offer of employment to any of the referred candidates. Referred candidates are subject to all of the usual and customary policies, procedures, and practices of the recruitment, hiring, and employment process.
14. The referral process will also follow Employee Referral Fee Policy V.297.



RN Recruitment Referral Form

Employee Name: _____

Department: _____

Name of Candidate: _____

Position Candidate Referred to: _____

Department Candidate Referred to: _____

Relationship to Employee (friend, family member, referred by 3rd party, or other (please specify):

Candidate's Contact Information (telephone/email preferred): _____

I have read and understand WVUH's Employee Referral Fee Policy V.297 and the program guidelines for this specific effort. I understand that if the candidate I referred is hired as a result of my referral, I will receive half of the designated referral bonus when the referred employee successfully completes 90 days of employment at WVUH, on the next regular pay period. I will receive the last half when the individual completes successfully completed one year of employment with WVUH, to be paid on the next regular pay period. I also understand that referred candidates must apply online at www.wvuhealthcare.com/careers to be eligible. In addition, this form must be completed and submitted to HR before the referred candidate's interview to be eligible. This form can be emailed to Kristen Jones at joneskr@wvuhealthcare.com or submitted to the front desk of the WVU Healthcare Human Resources office.

Signature of Employee: _____

Date: _____

*****Please submit completed forms to Human Resources.*****

