



Employee Referral Program Guidelines

Maintenance & Operations Services – Facilities Management

1. OBJECTIVES OF THE EMPLOYEE REFERRAL PROGRAM

- To offer financial rewards for employees of Saskatoon Health Region (owned and operated facilities) who are able to assist the Region to recruit external candidates for skilled trade/hard to recruit positions (see list of eligible classifications for referral in section 2 of this document).
- To encourage current Saskatoon Health Region employees to refer external candidates who are not employed by the Saskatoon Health Region to consider employment within one of the eligible classifications for referral within Maintenance and Operations Services.
- To encourage word of mouth advertising, which is an effective way of identifying potential recruits given their colleagues may have influence in promoting Saskatoon Health Region as an employer of choice.
- To attract potential recruits who have left the employ of a Saskatoon Health Region facility/agency or Affiliate for greater than one year from date of referral and have not made contact with applicable hiring managers or Human Resources representatives in Saskatoon Health Region.

2. ELIGIBLE CLASSIFICATIONS FOR REFERRAL

2ND CLASS CHIEF ENGINEER	APPRENTICES (2 nd , 3 rd or 4 th year)
3RD CLASS CHIEF ENGINEER	FACILITIES MAINTENANCE OPERATOR
3RD CLASS POWER ENGINEER	FLOOR COVERING INSTALLER
4TH CLASS POWER ENGINEER	INDUSTRIAL MECHANIC
CARPENTER	PAINT & DECORATOR
CARPENTER/LOCKSMITH	PLUMBER
CONTROLS TECHNICIAN	REFRIGERATION MECHANIC
AUTOMATED SYSTEMS TECHNOLOGIST	STEAMFITTER/PIPEFITTER
MAINTENANCE SERVICES WORKER	HEAD MAINTENANCE WORKER
ELECTRICIAN	

3. FUNDING

- Maintenance and Operations Services of Saskatoon Health Region will pay up to \$1500.00 to existing staff members for every referral that leads to the hiring of a new employee in a skilled trade/hard to recruit permanent or temporary (minimum duration of twelve (12) months) position within Maintenance and Operations Services.
- Only one employee can receive the reward for a referred candidate successfully recruited into an eligible classification.

4. GUIDELINES

- A current employee from Saskatoon Health Region can refer an interested candidate for a skilled trade/hard to recruit position (see section 2 of this document) within Maintenance and Operations Services.

- After the referred candidate is hired, payment of the \$1500.00 (taxable) will be processed by Facilities Management:
 - ☐ \$500.00 after the referred applicant's start date
 - ☐ \$500.00 after the referred applicant has successfully completed their probationary period
 - ☐ \$500.00 after the referred applicant has successfully completed their first calendar year or 1948.8 hours worked.
- In order to receive a referral payment, the employee must be actively at work or on authorized leave on the referred applicant's hire date.
- The program is open to all employees who are actively at work or on authorized leave on the referred applicant's hire date, except:
 - ☐ Members of Senior Leadership Team
 - ☐ Members of the Operational Leadership Team
 - ☐ Human Resources employees
 - ☐ Managers who have line responsibility for recruiting staff into their care group or department
- Those "referred" individuals interested in applying for a position must:
 - ☐ Have all of the required educational and experience qualifications for the skilled trade/hard to recruit position
 - ☐ Must not have worked for the Saskatoon Health Region facility/agency or Affiliate for greater than one year from date of referral
 - ☐ Must meet all Region hiring qualifications (i.e. Pre-Employment, Criminal Record Check)
 - ☐ Disclose the name of the employee who referred them
- Individuals who are not eligible for referral include those who have already made contact with a Human Resources representative or a Manager who has line responsibility for hiring for the position they are applying for.
- There is no limit to the number of referral payments an employee may receive
- The Director, Facilities Management and/or Regional Manager, Maintenance and Operations will be responsible for the funding; administration of the program, determining eligibility and processing payments.
- All decisions will be final on any matter which is brought forward but not previously considered.
- Employee Referral Program funding may be discontinued at any time as it is based on availability of funds and operational requirements.