Sun Health™
EMPLOYEE SERVICES

PROGRAM: Employee Referral Bonus

Original Implementation Date:	3/27/2020	*Date Reviewed/ Revised:*		*Area of Responsibility:*	Human Resources	*Version:*	1

PURPOSE: The purpose of the Sun Health Employee Referral Bonus Program ("Referral Bonus Program") is to provide incentive awards to current Sun Health employees who bring new talent to the organization by referring qualified external applicants.

DEFINITIONS AND PARTICIPATION:

Applicant - Applicants are persons not currently employed with Sun Health. Former employees are eligible if absent from the company for more than 3 years.

Referred Employee- Applicants who are interviewed, selected and successfully employed in a hard-to-fill* full/part time or PRN Sun Health position.

Referring Employee - All current employees (Fulltime, Regular Part time, No benefits Part Time, PRN, Pool, or Seasonal) of Sun Health are eligible to receive a referral bonus with the exception of the following:

- Any employee associated with the selection of the candidate for the position
- All Human Resources Department employees
- Senior management (Vice Presidents or Executive Directors) or Executive Leadership members

Positions - Positions eligible for this program will be determined by the Human Resources Department to be "hard-to-fill" positions.

The following factors should be considered when designating an open Sun Health job position as "hard-to-fill":

- How critical the position is to Sun Health's mission;
- Whether recent efforts to recruit candidates and retain employees in like positions have been successful;
- The current availability in the labor market of well-qualified candidates;
- Recent employee turnover in similar positions; and
- Particular qualifications that are needed for the position.

Referral Bonus Amount

- The Referral Bonus Program amount is $600 per hire.
- An employee may receive multiple bonuses which may not exceed a total of $1,200 in any fiscal year.
- Referral bonus payment will be paid in three installments. The first portion ($100) will be paid to the referring employee within one pay period following the new employee's start date. The second portion ($200) will be paid to the referring employee within one pay period after the new employee has completed employment for 90 days. The third portion ($300) will be paid to the referring employee within one pay period after the new employee has completed employment for one full year. The referring employee will then be entered along with other referring employees into a special award drawing.

PROGRAM: Employee Bonus Referral

Referral Bonus Program Administration

The Referral Bonus Program will operate in accordance with the following requirements:

- Referral bonuses are administered and awarded at the discretion of Sun Health.
- The applicant must indicate the referring employee's name on the employment application.
- If there are two referring employees, both employees will equally share (50/50 split) the referral award.
- The Human Resources Department can designate a position as "hard-to-fill" before the position is posted both internally and externally or if the position is currently advertised and not filled within 30 days of the opening date. Internal postings that are bonus eligible will be labeled as such by the Human Resources Department.
- Referred candidates cannot be current employees of a staffing agency or contractors/consultants for which Sun Health will have to pay the agency.
- Both the referring employee and the referred candidate must be currently employed by Sun Health with no pending voluntary resignation in process when any referral bonus is paid.
- The Human Resources Department will monitor the use of the Referral Bonus Program and track the payment installments for each referral award. Adjustments to the program may be made at any time according to budgetary or business needs.
- Referring employees must submit a referral form at the time the new hire's application being submitted.
- The hiring process will be fair and consistent with Sun Health's policies and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.

RELATED FORMS: *Employee Referral Form*.