



POLICY: Referral Bonus Policy	POLICY NUMBER: OF_021_HR
CATEGORY: Administration	EFFECTIVE DATE: 8/1/10
CHAPTER: Leadership	SUPERSEDES: OF_021_HR; OF_022_HR

I. POLICY:

It is the policy of the Yukon-Kuskokwim Health Corporation(YKHC) to award a bonus to members of its Staff, as the Staff Bylaws define that term, for referring qualified candidates for vacant “24/7 Hard to Fill” positions, as long as the parameters of this policy are met.

II. PURPOSE:

The purpose of this policy is to facilitate the staffing of certain positions with qualified employees by offering a bonus for the referral of successful candidates.

III. PROCEDURE:

- A. **Bonus:** An employee, who successfully refers a candidate for Employment (“Candidate”), may be eligible for a bonus, payable upon the conclusion of Candidate’s ninety (90) day probationary period. Payment of the bonus is contingent on Candidate becoming a full-time, permanent employee and on any other criteria set forth herein. The bonus amount is \$2,000.00. Employees will only be eligible for 4 referral bonuses in a calendar year.
- B. **Eligible Positions:** Both Employee and Candidate must be or become full-time, permanent employees. TDY, IPA/MOA and other temporary or public health employees are ineligible, as are former employees of YKHC.
- C. **Current Employment:** Both Employee and Candidate must be employees in good standing at the time the bonus award is due.
- D. **Referral Not a Guarantee of Interview or Employment:** A referral is not a guarantee that YKHC will contact, interview or employ Candidate.
- E. **Employee Not an Agent for Purposes of Referral:** An employee who makes a referral does not have the authority to represent to Candidate or any other person that YKHC will contact, interview or employ Candidate, and should refrain from making such representations or any other related representations or commitments on behalf of YKHC, unless otherwise authorized in writing.
- F. **Remittance:** YKHC reserves the right to demand remittance of any award on a twelve month, pro rata basis if Candidate’s employment ceases, for any reason, less than two years from the start of Candidate’s employment.
- G. **Multiple Referrals of the Same Candidate:** In the case that multiple employees refer the same candidate, even for different positions, if an award is made, it shall be made on the basis of first in line.
- H. **Term:** Referrals are good for one year. If no action is taken by YKHC after one year, the referral shall be deemed rejected.
- I. **Payment of Bonus:** The payment of the bonus will come from the department where the successful referral was employed. This department will initiate the bonus and it will come out of their budget.



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- J. **Conflict:** YKHC shall not consider referrals that present a conflict with its policy on nepotism or any other policy, nor shall YKHC consider referrals by an employee involved in the hiring decision for the position.
- K. **Method of Referral:** An employee may make a referral by completing the Candidate Referral Form and submitting it to the YKHC Recruiting Department.
- L. **Effective Dates:** Effective dates for each Candidate position are as of the dates set out in section IV.
- M. **Subject to Change:** This policy is subject to modification from time to time, or to repeal, as YKHC may see fit.

JCAHO STANDARD REFERENCE: _____

Author's Print Name: _____

Author's Signature: _____ Date: _____

Department Director Signature: _____ Date: _____

P&P Committee Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

If policy crosses divisions additional signatures needed.

Vice President Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

Vice President Signature: _____ Date: _____

President/CEO Signature: _____ Date: _____