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| Policy Title: | Caregiver Referral Bonus Program | | | | Page 1 of 1 |
| Policy #: | TBD | Area of Accountability | | | |
| Policy Owner: | VP of HR | <input type="checkbox"/> | Compliance | <input type="checkbox"/> | Quality Assurance |
| Effective Date: | July 5, 2022 | <input checked="" type="checkbox"/> | Human Resources | <input type="checkbox"/> | Finance |
| Date of last Review: | July 5, 2022 | <input type="checkbox"/> | Care Management | <input type="checkbox"/> | Marketing |
| | | <input type="checkbox"/> | Administration/Operations | | |
| | | Enterprise Policy <input checked="" type="checkbox"/> | | Branch Policy: <input type="checkbox"/> Phila <input type="checkbox"/> Hsb <input type="checkbox"/> Alt | |

Purpose

The purpose of the Caregiver Referral Bonus Program is to provide an incentive award to a current employee who brings new talent to the agency by referring applicants who are subsequently selected and successfully employed as caregivers/Personal Care Aides (PCA).

Policy

The Referral Program operates in accordance with the following program requirements:

- Candidates who were referred to the agency by a current employee must identify the name of the employee in the candidate's job application or online application.
- Referred candidates cannot be current or former employees of the agency, including former temporary staff or contract employees.
- The interviewing and hiring process will be fair and consistent with agency policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for the bonus.
- Both the referring employee and the referred candidate must be employed by the agency when any referral bonus is paid.
- A bonus of \$25 will be paid to the referring employee after the first shift is completed by the referred candidate.
- A bonus of \$125 will be paid to the referring employee after the referred candidate completes 160 hours of service.
- All bonus payments will be paid through payroll and are subject to applicable taxes and deductions.
- An employee cannot receive a referral bonus for more than 10 candidates in one calendar year. Additional referral bonus payments may be made only after review and approval by the Chief Operations Officer and the Chief Compliance Officer.
- Any disputes arising from the application of this program will be the responsibility of the VP of HR or their designee to resolve.