

**ASHLEY COUNTY MEDICAL CENTER
PERSONNEL POLICIES**

**TITLE/DESCRIPTION: Referral Incentive
Refer and Reward**

**EFFECTIVE DATE:
11/30/13**

**APPLIES TO:
ALL EMPLOYEES**

APPROVED BY:

Policy: Ashley County Medical Center will offer a referral incentive for clinical positions on a need to offer basis. This will be offered to all employees who refer employees that accept employment at ACMC.

Procedure:

1: ELIGIBILITY REQUIREMENTS

You must have an active status in the ACMC payroll system; this also includes PRN staff.

The person you refer must be a qualified applicant to receive an incentive through this program.

An applicant is defined as: a qualified individual not currently employed by, or on the payroll of, ACMC.

The applicant must be hired into the approved position for which you referred them.

Travelers and per diem nurses already affiliated with ACMC are ineligible to be referred. New graduate nurses are also ineligible to be referred.

Employees who resigned in good standing from ACMC must wait 6 months after the payroll termination process is complete to be considered an eligible applicant for this referral program.

Current employees completing nursing school are not eligible as referral applicants

2: REFER A NURSE TO HUMAN RESOURCES

Submit a completed nurse referral form prior to the date the position is offered to the applicant. This form can be found on the hospitals internet page under "Refer and Reward" Nurse Referral.

You can submit this form in three ways:

Fill in the form online. Print it and turn it in to the human resources office

Fill in the form online. Print it and fax it to **Administration**

Fill in the form online. Save it to your computer as a PDF and email it to shirley.white@acmconline.org.

Step 3: RECEIVE YOUR REFERRAL INCENTIVE PAY

You will NOT receive your referral incentive pay if your nurse referral form is received after the applicant's original application is put on file.

If your referral is hired, you will receive your incentive in two parts:

The person making the referral will receive 50% of payment after the new employee has completed a 90 day or other probationary period and is still eligible for hire in the hired position.

The person making the referral will receive 50% of payment after the new employee has completed 12 months of continuous employment in the hired position.

This payment will be part of your regular paycheck and is subject to all applicable state, federal and FICA taxes, which will be deducted and must be reported as part of your yearly earned income.

If you or the person you referred terminates employment from ACMC prior to completing the payment timeframes listed above, you will forfeit the remaining incentive pay.

**Referral Incentive Rates for
Full-Time Experienced Nurses**

Float Nurses and PRNs are not part of this program.

Expires: June 15, 2014

\$1500 Level

Labor and Delivery RN

Physical Therapist

Physical therapy assistant

\$1200 Level

Emergency Department RN

\$1,000 Level

Medical-Surgical RN

Postpartum/Nursery RN

***Please note:** The employee referral program is subject to change and/or discontinue at any time deemed necessary by the APMC human resources department. Eligible positions and incentive amounts are set, based on urgent staffing needs. In the event all steps to receive an incentive are not completed, both you and the person you refer may forfeit any/all incentive payments made according to the Employee Referral Program policy. Administrators and human resources staff are NOT eligible to participate in this program.*