



## **Referral & Sign-on Bonus Policy**

Date of Origin: 08/13/2019

Modification Date(s): 11/10/20, 12/13/2022, 5/16/23, 5/14/24

Date of Last Review: 5/14/24

### **I. Purpose**

To outline procedures for the dispersal of referral and sign-on bonuses offered by the agency.

### **II. Definitions**

#### **Referral Bonus**

- Offered to active employees for the successful hire of an individual they refer to the agency for employment. The Referral Bonus will be paid out after the new hire has worked 90 days.

#### **Sign-on Bonus**

- Offered for specific positions on an ongoing basis.

### **III. Policy**

It is the policy of UCP to offer referral bonuses to active employees who recommend individuals for employment resulting in a decision to hire that individual, and that individual completing their first 90 days of employment. It is also the policy of UCP to offer general and/or position specific sign-on bonuses when deemed necessary for recruitment purposes to candidates who meet specific employment criteria. Referral bonuses and sign-on bonuses may vary in amounts to align with current recruitment needs.

Members of management (excluding Director/Senior Leadership) are eligible for referral bonuses when criteria for eligibility is met (see Section IV.A). In cases where a referring member of management is also the hiring manager of position an applicant is referred to, the referring hiring manager must involve another impartial member of management in the interviewing and decision-making process in order to be eligible for a referral bonus.

Sign-on bonuses will not be paid to employees who are rehired less than 12 months from a previous resignation.

In the event an employee changes roles or status (full-time/part-time/per diem), eligibility for the sign-on bonus will be based on their position and status at the time of payment. If an employee is delayed starting work in the department after attending orientation or takes a leave of absence prior to becoming eligible for a sign-on bonus, Human Resources will exercise its discretion in delaying the bonus payment until the employee is actively working in the department and meets other criteria.

Human Resources will maintain a list of all positions eligible for sign-on bonuses and the corresponding amounts of the bonus, and maintain a history of eligible bonus amounts by position.

#### **IV. Procedure**

##### **A. Referral Bonuses**

- a. Employee must be listed as the referral source on the candidate's employment application.
- b. An offer of employment must be made to the candidate and accepted.
- c. Referring employee receives full amount of referral bonus once the new hire has completed 90 days of work.
- d. Referrals for CNA's and RN's will be paid at a higher rate.

##### **B. Sign-on Bonuses – General**

- a. The candidate must be offered employment by UCP and accept the offer.
- b. The new employee must complete 90 days worked after date of hire in order to be eligible for the first third of the sign-on bonus amount. Payment will be made with the next payroll process.
- c. The new employee must complete 6 months worked after date of hire in order to be eligible for the second third of the sign-on bonus amount. Payment will be made with the next payroll process.
- d. The new employee must complete 1 year worked after date of hire in order to be eligible for the last third of the sign-on bonus amount. Payment will be made with the next payroll process.
- e. Eligibility and entitlement to the bonus. If an employee resigns or gives notice of resignation prior to actual receipt of any bonus payments (meaning they have completed the required amount of workdays noted above and the payroll processing of the bonus check is in process, but not yet complete), the employee becomes ineligible for the bonus and forfeits the payment.

UCP reserves the right to change the types and amounts of bonuses given based on recruitment needs and funding allowances for programs, as long as prior agreements with existing staff are honored.

  
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Scott Tash, CEO

  
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