



Subject: Employee Referral Program (ERP)

PURPOSE

The Carpenter Health Network recognizes that its employees are a highly valued resource. Accordingly, we encourage employees to refer qualified applicants for consideration for all open positions with the company. The purpose of the Employee Referral Program (ERP) is to provide an incentive award to current employees who bring new talent to the network by referring applicants who are subsequently selected and successfully employed in such positions.

PRACTICE

1. Eligibility and Participation

Eligible positions are those open positions that have been identified as high-impact and hard-to-fill jobs. Positions eligible for the ERP program must be determined and approved by the CEO/COO and the Vice President of Human Resources. Positions identified as eligible for the ERP are based on market demand and can be changed at any time per the needs of the organization.

Positions that are not identified under the ERP are not eligible for a Referral Reward. If a facility wishes to identify a hard-to-fill position for a temporary referral bonus due to local market conditions, the CEO/COO must approve the exception. Referral Rewards Exception forms should be submitted to the HR Department by the Vice President of Operations showing the exception reason, amount, and period.

All employees are eligible to receive a referral bonus except for members of the selection team (Executives, HR Department, Hiring Manager) or individuals who would have a direct reporting relationship with the candidate.

All eligible candidates must meet the following criteria to be eligible for a referral bonus:

- Cannot be a former employee, contract temporary help, or agency employee
- Candidate must fill a position identified and approved under the ERP

2. Referral Rewards

Referral Reward amounts may differ based on the approved position and full-time or part-time status. ERP eligible positions and bonus rewards are as follows:

Tier 1 – Eligible Positions: Therapist, Social Worker, LPN

Position	Paid 30 Days	Paid 180 Days	Total Rewards
Standard Full-time	\$250.00	\$250.00	\$500.00
Standard Part-time	\$150.00	\$150.00	\$250.00



Tier 2 – Eligible Position: RN

Position	Paid 30 Days	Paid 180 Days	Total Rewards
Hard to Fill Full-time	\$500.00	\$500.00	\$1000.00
Hard to Fill Part-time	\$250.00	\$250.00	\$ 500.00

Once a referral is hired and completes the first 30 days (1 month), the referring employee receives 50% of the total award. After the referred employee completes 180 days (6 months), the referring employee receives the remaining 50% of the award.

- Both the employee who made the recommendation and the employee who was hired must be employed at the time the award payment is due.
- Referral awards are paid on the first full pay period after the qualification period has ended. All referrals rewards are less taxes.

Current career openings can be viewed on The Carpenter Health Networks website under the Careers page: <https://www.thecarpenterhealthnetwork.com/careers/>

3. Procedure

When an eligible referral qualifies for a Referral Reward under the ERP:

- a. The applicant should list the referring employee's name on the pre-employment application.
- b. The location's Hiring Supervisor must complete and submit the ERP Payment Authorization form to the Human Resources Department humanresources@carpenterhealth.net within the first 15 days of the referred employee's hire date.

PROGRAM RULES

- There is no limit on the number of referrals an employee can refer.
- Funding for ERP comes from the location's budget.
- Any disputes arising from the application of this program will be the responsibility of the Vice President of Operations and HR Department to resolve.
- The HR Department will monitor the use of the ERP and report quarterly to the Executive Committee.
- The job openings selected for referral bonus awards and the amount of the referral bonus awards are at the sole discretion of the Company.
- The Company is not obligated to disclose a reason for not hiring or the circumstances for dismissing a referred candidate.
- TCHN is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.
- The hiring process will be fair and consistent following the company's policy and procedures.