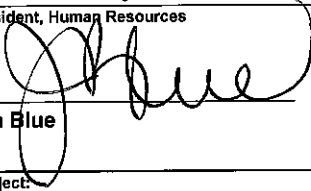
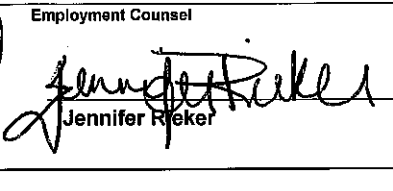
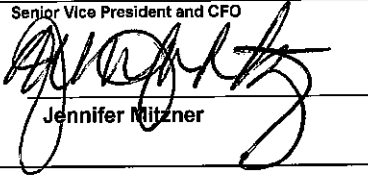


<b>HOAG MEMORIAL HOSPITAL PRESBYTERIAN</b> Human Resources <b>DEPARTMENTAL POLICY</b>	Number: <b>07-3-035</b>	Page: <b>Page 1 of 2</b>
	Effective Date: <b>11/7/2011</b>	
	Supersedes Date: <b>7/18/2011</b>	
	Original Date: <b>11/15/1992</b>	
	<b>Signatures of Policy Reviewers</b> Vice President, Human Resources      Employment Counsel      Senior Vice President and CFO	
 Jan Blue	 Jennifer Reker	 Jennifer Mitzner
Title/Subject: <b>REFERRAL REWARD</b>		

**PURPOSE:** The Referral Reward is designed to award the recruitment efforts of employees. Any employee who refers an external applicant who is subsequently hired into an open and available difficult-to-fill position may receive a cash bonus in the form of a Referral Reward. Amount of the reward will be determined on a position-by-position basis, and is subject to change at the discretion of Human Resources. This policy may be withdrawn at any time without notice based upon staffing needs.

**1.0 ELIGIBILITY:**

- 1.1 All regular Hoag employees are eligible to refer applicants for the Referral Reward **with the exception of:**
  - 1.1.1 Members of the Human Resources Department
  - 1.1.2 Hiring Manager or those with any hiring authority for the position
  - 1.1.3 Executives (VP & Above)

**2.0 REWARD AMOUNT:**

- 2.1 Human Resources will determine the amount of the award on a position-by-position basis.
- 2.2 Reward amount will be adjusted based on the initial hire status of the referred employee:
  - Full Time: 100% of established amount
  - Part Time: 50% of established amount
- 2.3 Per Diem and On-Call status will be eligible for a reward of \$150
- 2.4 Hard to fill Per Diem status will be eligible for a reward of \$500 as determined by HR.
- 2.5 The referred candidate may not be a Rehire or Temporary employee
- 2.6 The Referral Reward does not apply to transfers.

**3.0 METHOD OF PAYMENT:**

- 3.1 To be eligible for the reward, the applicant must complete the profile and the online employment application. The referring employee's name must be listed on the profile page when completing the employment application to be eligible for the referral reward.
- 3.2 Payment for Full-Time and Part-Time referrals is made in two pre-tax increments; 50% after six months from hire date, and 50% after one year from hire date.
- 3.3 Payment for Per-Diem and On-Call referrals is made one time after six months.

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3.4 Payment is contingent upon the referred candidate remaining on the job when payments are due, successful completion of their 6<sup>th</sup> month Probationary Review, and maintaining his/her initial hire status.

- 4.0 POSITIONS ELIGIBLE FOR REFERRAL REWARD:**
- Clinical Lab Scientist, plus Per Diem and On-call
  - Dietician
  - EEG Tech
  - Hemodynamic Tech
  - IT - All Positions (excluding administrative support)
  - Occupational Therapists
  - Patient Care Assistant
  - Pharmacist
  - Physical Therapists, plus Per Diem and On-call
  - Polysomnographic Tech
  - Radiation Therapist
  - Radiology Tech, plus Per Diem and On-call
  - Respiratory Therapist (Experienced RCPs)
  - RNs (Experienced), plus Per Diem and On-call

**Policy Originator:** Human Resources

**Filename:** 07-3-035 – Referral Reward