

Human Resources Policy/HRP-E595

Employee Referral Program

Policy:

Northwest Kidney Centers is committed to hiring qualified individuals. The Employee Referral Program is designed to encourage all NKC staff to refer experienced candidates who qualify for positions at NKC and to reward employees for these referrals. NKC will pay employees \$3000 for RN referrals and \$1,000 for other positions eligible for the Employee Referral Program. Human Resources will designate the positions eligible for a referral bonus.

Payout schedule for RN referrals (exception below):

Referral bonus payout schedule: \$1,000 after first check candidate receives after beginning employment; \$2,000 at 6 months of continued employment of referred candidate.

Other roles:

Referral bonus payout schedule: \$500 after first check candidate receives after beginning employment; \$500 at 6 months of continued employment of referred candidate.

Experienced dialysis Registered Nurses and Dialysis Technicians

Employees that refer a candidate that is hired who has at least 12 months of dialysis experience completed within that past three years, will be eligible for a special referral program as follows:

For experienced Dialysis RNs: \$5,000.

Referral bonus payout schedule: \$1,000 after first check candidate receives after employment; \$2,000 at 6 months of continued employment of the candidate; \$2,000 at 1 year of continued employment of the candidate.

For experienced Dialysis Technicians: \$3,000

Referral bonus payout schedule: \$500 after first check candidate receives after employment; \$500 at 6 months of continued employment of the candidate; \$2,000 at 1 year of continued employment of the candidate.

Should the new employee move to a position of less than 24 hours a week, the balance of the referral incentive will not be paid to the employee making the referral.

Procedure:

1. Review the job opportunities list under Jobs on the K-Net and be aware of positions for which Northwest Kidney Centers is recruiting for and help NKC identify qualified people.
2. Send a Jobvite to the potential applicant while being logged into Jobvite. This will automatically indicate the person who made the referral.
3. If the referred applicant is not hired, the incentive will not be paid.
4. If the referred applicant is hired into a position which was not designated as eligible for the program, the referral incentive will not be paid.
 - a) If the referred applicant is a current NKC employee or has been an employee at NKC anytime in the last twelve months, there will not be a referral incentive paid to anyone.
 - b) If the referred employee terminates employment or reduces hours to less than 24 hours a week any time before the six months are completed, the referring employee will not receive the second or third incentive payments.
6. If the referring employee leaves prior to completion of the new employee's first six months, no payments will be made after the referring employee leaves NKC.
7. No payments will be made if the referred applicant is hired into a temporary position.
8. Referral incentives will not be paid to employees who are responsible for or are a part of the team making the hiring decisions for the designated position.
9. Human Resources staff members and Vice Presidents are not eligible for the program. Managers and Directors are not eligible for bonus if referral is to their unit or department.

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