

Employee Referral Program

Covenant Retirement Communities (CRC) is always working on hiring excellent employees to service our residents. The purpose of Covenant Retirement Communities Employee Referral Program is to help source top talent candidates, find candidates for hard-to-fill positions and to decrease turnover. The Employee Referral Program awards employees who identify and refer applicants that are hired up to \$5000.

I. Procedure

- A. The Employee Referral Program will award an employee an incentive (up to \$5000) based on the completion of the following criteria:
 1. A referral incentive will be awarded to an employee when the referred employee successfully completes ninety (90) days and then twelve (12) months of active employment.
 2. The referred applicant must identify the name of the referring employee on their Workday application at the time of application.
 3. Active full time and part time employees are eligible to refer qualified candidates and qualify for incentives (per diem status employees are not eligible to earn incentives).
 4. Per diem, contingent, or temporary vacancies are not part of the referral program.
- B. Specific types of employees and candidates may not be eligible to participate in the Employee Referral Program:
 1. Human Resources staff, Executive Directors, Director / VP level staff are not eligible to receive referral bonuses as staffing is an inherent part of required job responsibilities.
 2. Department managers and supervisors may not be eligible to receive a referral bonus where a conflict of interest exists within their department, as hiring within their department is an inherent part of the required job responsibilities.
 3. Candidates that were previously employed by CRC are not eligible for a referral bonus if rehired.
 4. Both the referring employee and the referred new hire are required to be in good standing (meets expectations and no discipline) and be actively employed with CRC to be eligible to receive a pay-out. In case of LOA, payment will be deferred to date of return.
- C. The company may update, rescind, cancel, or modify this program at any time,
- D. The program is effective with new requisitions opened on or after the effective date of the program (September 21, 2018). No retroactive payments will be made for previously made referrals under the new program guidelines. This program replaces any existing programs.

II. Process

- A. Referral Incentive Payment
 1. The first referral incentive pay will be issued on the referrer's first paycheck following the referred employee's successful completion of 90 days of active employment.
 2. The second referral incentive pay will be issued on the referrer's first paycheck following the referred employee's successful completion of 12 months of active employment.
 3. Referral incentive should be taxed based upon Internal Revenue Service (IRS) requirements.
 4. The Human Resources department will track and process payment accordingly.

<u>Referral Bonus Level</u>	<u>Roles in Category</u> <i>*Per Diem Vacancies are not part of the program</i> <i>*Job titles may be added or adjusted periodically</i>	<u>Total Payout Amount</u>	<u>1st Partial Payment of 25% at 90 Days of Employment</u>	<u>2nd Partial Payment of 75% at 12 months of employment</u>
Referral Bonus Level 1	Dining Wait Staff (excluding per diem, must be regular part-time or full-time staff)	\$500	\$125	\$375
Referral Bonus Level 2	Activities Aide, Dining Services Aide, Dishwasher, Home Health Aide/Supportive Services, Housekeeper, Laundry Aide, Personal Care Attendant, Receptionist, Security Guard, Groundskeeper, Driver, Maintenance Staff	\$1,000	\$250	\$750
Referral Bonus Level 3	Certified Nursing Assistant, Beautician, Activities Coordinator, Dining Room Supervisor, Certified Occupational Therapy Assistant, Administrative Assistant, Financial Facilitator, Maintenance Staff (skilled and semi-skilled), Housekeeping Supervisor, Human Resources Assistant/Coordinator, Dining Room Supervisor, Accounts Payable Clerk, Accounts Receivable Clerk, Admissions Coordinator, Facilities Project Manager, Third Party Reimbursement Specialist, Intake Coordinator, Help Desk Analyst, Business Office Manager, Health Information Coordinator, Sales Representative, Wellness Coordinator, Chaplain, Physical Therapy Assistant, Social Worker, Staff Accountant, Residential Service Director, Field Service Engineer, Occupational Therapist, Staff Accountant, Director of Development, Chef, Refurb Staff, Maintenance Supervisor, Refurb Supervisor, Cook	\$2,000	\$500	\$1,500
Referral Bonus Level 4	Assisted Living Director, Director of Development, Director of Social Services, Registered Nurse Case Manager, Registered Nurse, Minimum Data Set, Licensed Practical/Vocational Nurse, Physical Therapist, Speech Therapist, Capital Project Manager, Nurse Practitioner, Registered Nurse Supervisor, Reimbursement Coordinator Registered Nurse, Sales Director, Digital Strategies Manager, Facilities Maintenance Director, Human Resources Director, Director of Nursing, Executive Director, Applications Engineer, Applications Manager, Billing Manager, Healthcare Administrator, Director of Rehab Services, Director of Transformation, Senior Vice President of Marketing, Vice President of Dining Operations, Vice President of Fund Development, Vice President of Human Resources, Vice President of Support Services, Associate Vice President of Campus Healthcare, Senior Vice President of Enterprise Operations, Senior Vice President, General Counsel, Executive Vice President, Campus Operations, Senior Vice President of Business and Project Development, Senior Vice President of Finance	\$5,000	\$1,250	\$3,750

**While we have attempted to include most job titles in this table, this list may not be all inclusive based on job titles that are added or adjusted periodically. If you have any questions about a job title, please consult with your Human Resources representative.*