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PURPOSE

To decrease vacancies within Memorial Health System by providing recognition and rewards to employees who assist in recruiting great people to the organization. This program not only promotes employee referrals but encourages employees to take an active role in attracting top talent to Memorial Health System.

SCOPE

This policy applies to all employees of Memorial Health System Corporate, Memorial Medical Center, Memorial Home Services, Abraham Lincoln Memorial Hospital, Taylorville Memorial Hospital, Memorial Physician Services, and Mental Health Centers of Central Illinois.

POLICY

The Recruitment Team will publish and periodically review lists of positions and their eligible bonus levels and the value of each bonus level. Eligible employees who assist in the recruitment of new employees to Memorial Health System will receive one lump sum payment minus applicable taxes. Positions may be added, deleted or modified at the discretion of the Recruitment Team as circumstances warrant.

PROCEDURE

Eligibility

1. All active employees of Memorial Medical Center, Memorial Home Services, Memorial Physician Services, Abraham Lincoln Memorial Hospital, Taylorville Memorial Hospital, and Mental Health Centers of Central Illinois are eligible to participate in the program. Permanently exempt from participation in this program are Vice Presidents, Product Line Administrators, Senior Administrators, MPS Physicians, Department Directors, Department Managers, Supervisors and the entire Human Resources Department.



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2. Referrals that assist in the recruitment of **new external** employees to Memorial Health System are allowable. Transfers between departments and/or affiliates are not eligible.
3. Referral applications will only be considered active for 90 days and the candidate must apply within the 90 day time frame to be eligible.
4. In the event two or more eligible individuals identify the same candidate, incentive payments will be split among referring employees equally. Any other disputes or challenges to this program shall be decided by the CHRO.
5. Employees must meet all eligibility requirements at the time of the referred candidate's hire to receive the incentive. Both the referring employee and referred candidate must maintain an active employment status with MHS up to and at the time of payment.
6. Other disputes or conflicts of interest will be reviewed and eligibility for the bonus will be determined on a case by case basis.

Process

1. Employees wishing to receive the recruitment incentive must complete and submit the Employee Referral Program Application via online form or referral card to Human Resources before the referred candidate has phone interviewed for the position. Documentation should include: name, employee number, department and department contact information of the referring employee, name, contact information and position applied for of the candidate being referred and a brief statement of the relationship the referring employee has with the candidate.
2. The referring employee will receive payment on a payroll date during the month following the referred employee's successful completion of his/her onboarding requirements.
3. Payment will be made in the form of a payroll direct deposit and subject to all applicable taxes.
4. There will be no limit to the total number or amount of payments that employees are eligible to receive.

FORM

[Employee Referral Program](#)



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Human Resources Administration

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This policy has been reviewed and approved by:

Robert Scott, Vice President
and Chief Human Resources
Officer

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