



Employee Referral Bonus Programs & Guidelines

(all programs listed below are for referred employees hired into a full-time position)

\$2,500 Clinical Nurse II+ Program (System Wide)

The **referring employee** earns **\$1,500** over the course of the first 2 years (paid out in \$500 installments at the new hire's 90 day anniversary, one-year and two-year anniversaries). The **newly hired RN** earns **\$1,000** over the course of 2 years (paid out in **\$500** installments at the new hire's one and two year anniversaries). The referred RN must have at least one year of experience. *Offer valid September 1, 2018 – August 31, 2019.*

\$2,500 EMT Program (Claiborne Medical Center)

The **referring employee** earns **\$1,500** over the course of the first 2 years (paid out in \$500 installments at the new hire's 90 day anniversary, one-year and two-year anniversaries). The **newly hired EMT** earns **\$1,000** over the course of 2 years (paid out in **\$500** installments at the new hire's one and two year anniversaries). The referred EMT must have at least one year of experience. *Offer valid January 1, 2019 – April 30, 2019.*

\$2,500 Surgical Tech Program (System Wide)

The **referring employee** earns **\$1,500** over the course of the first 2 years (paid out in \$500 installments at the new hire's 90 day anniversary, one-year and two-year anniversaries). The **newly hired Surgical Tech** earns **\$1,000** over the course of 2 years (paid out in **\$500** installments at the new hire's one and two year anniversaries). The referred Surgical Tech must have at least one year of experience and must either have a current certification with NBSTA or be a non-certified Surgical Tech grandfathered per the state of Tennessee guidelines. *Offer valid December 1, 2018 – April 30, 2019.*

\$750 Sterile Processing Tech Program (System Wide)

The **referring employee** earns **\$500** over the course of the first year (paid out in \$250 installments at the new hire's 90 day anniversary and one-year anniversary). The **newly hired Sterile Processing Tech** earns **\$250** at his/her one-year anniversary. The newly hired Sterile Processing Tech must be full-time with at least one year of experience. *Offer valid January 1, 2019 – March 31, 2019.*

\$500 Referral Bonus Programs

Below is a list of Covenant Health's \$500 Referral Bonus Programs:

Position Type	Payment Terms	Qualifying Facilities
Certified Nursing Assistant (CNA)	90 day anniversary	Claiborne Medical Center Nursing Home, Fort Sanders Sevier Nursing Home
Medical Technologist (MT, MLT)	90 day anniversary	System Wide

Guidelines

- All employees and managers are eligible to participate in the program. However, managers cannot refer an employee to his/her team and earn the referral payment.
- You must be an employee of a wholly owned affiliate of Covenant Health and you must submit the form on covenantcareers.com/refer for the referral to be paid out. **The referred employee must be full-time and meet the requirements of that specific referral program.**
- The person you refer must not be an employee of a wholly owned affiliate of Covenant Health at the time of the referral.
- Employee referrals expire one calendar year from the date they are received **(beginning the day the referral is submitted until date of hire)**. Also, the payment terms of the bonus are determined by the date submitted. For example, a referred RN to Parkwest Medical Center on August 31st 2018 who is hired in September, would be paid under the \$2,500 bonus program. The same nurse submitted on September 1st, 2018, would qualify for the employee referral programs at that time.
- For a complete detailed list of guidelines, see Policy HR.EE.095 on CovNet.

To submit referrals visit www.covenantcareers.com/refer. If you have questions please contact your facility's recruiter or Nelson Leiser, Director, Talent Acquisition, at nleiser@covhlth.com.