



**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. Employed physicians can participate in referring registered nurses. *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. Employed physicians can participate in referring surgical techs. *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:

<b>Position Type</b>	<b>Payment Terms</b>	<b>Qualifying Facilities</b>
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

Modified March 27, 2019

## 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](http://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 31<sup>st</sup> 2018 who is hired in September, would be paid under the \$2,500 bonus program. The same nurse submitted on September 1<sup>st</sup>, 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](http://www.covenantcareers.com/refer). If you have questions please contact your facility's recruiter or Nelson Leiser, Director, Talent Acquisition, at [nleiser@covhlth.com](mailto:nleiser@covhlth.com).