



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 Clinical Nurse II+ Program (Hospice/Homecare)

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 June 1, 2019 – August 31, 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 – August 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)**. The amount of the referral payment is based upon the active referral program at the date of submission, not the date of hire.

- Referrals are processed at the end of the month. It may take up to 6 weeks from the new employee's anniversary date to receive referral bonus.
- 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.

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