

	Subject of Procedure: Referral Bonus	
	Section of Manual: Human Resources	Procedure Number: 161
	Originating Unit: Human Resources	Effective Date: April 1, 1997 Rev. Date: 3/14/2022

Scope:

Applies to all CareLink Employees.

Definitions:

Procedural Requirements:

I. General

- A. To help recruit new Caregivers, a \$150 referral bonus is provided to any Caregiver or Staff member who refers an individual who is hired. There is no limit on the number of referrals which can be made.
- B. Referral forms (Appendix A-35) are available in the Human Resource and Home Care Departments.
- C. The applicant will complete the referral bonus form indicating that they were referred by an employee and list his/her name.

II. Process

- A. Human Resources will keep a list of all Caregivers that were referred and the referring employee.
- B. After the Caregiver has completed 60 hours of service, Human Resources will forward the referral form to Payroll to process payment to the referring employee.