

EMPLOYEE REFERRAL PROGRAM

It's one great employee referral program!

Welcome to Union Health's Employee Referral Program! We consider ourselves extremely lucky to have such a great group of people working for us. But we'd like to have even more, and that's where you come in. Just give us the name of anyone you know who is qualified to join our talented, top of the line staff, and you'll be richer for it! There is no limit to the number of referrals you may make or the number of bonuses you may receive!

We've outlined a few things you need to know about the program. So, read on...and get ready to refer!

WHICH POSITIONS ARE ELIGIBLE?

- Vacant positions designated by Human Resource - these positions will change based on need.

HOW THE PROGRAM WORKS

- Contact Human Resources or check to see which positions are vacant and eligible for the bonus.
- Employees should complete the top portion of the Employee Assisted Recruitment Form and hand to your candidate to complete their portion and turn in to HR during their payroll sign-up process.
- **Employee Referral Forms WILL NOT be accepted after the applicant has completed their payroll sign-up.**
- Candidates should complete the section on the application – “How did you hear about this position?” Select employee referral and enter the employee's name on the application.
- Administrators, Physicians, Directors, Managers, Recruiters, other members of Management are ineligible.

THINGS TO KNOW

- If your candidate was formerly employed at Union Health at least six months must have passed since his or her termination date to be eligible for a vacant position.
- In the event more than one employee refers an applicant, the employee's name listed on the top of the employee referral form that the applicant submits is the one who will receive the referral bonus.
- Not applicable to current employees transferring positions.
- We reserve the right to change or cancel this program at any time.

IF YOUR REFERRAL IS HIRED

- You'll receive ½ of the award bonus after the recruited employee has completed 30 days of employment.
- You'll receive the remainder of the award bonus after the recruited employee has completed one year of employment.
- You must still be employed by Union Health to be eligible for the bonus.
- Your bonus will be paid through the regular payroll process and will be taxable income.

POSITIONS AND THEIR AWARD AMOUNTS:

Please reference this website for up to date award amounts:

<https://www.union.health/jobs/why-union-health/employee-referral-program>

Scan QR code to see the most updated eligible positions and the referral amount:





Employee Assisted Recruitment – Applicant completes & brings to payroll sign-up

Current Employee Information – Person who recruited you.

** Fields below are able to be typed / selected on a computer*

Employee Name:		Employee Number:	
Department:		Email address:	
Phone Number:		Date:	
Employee Signature:			

Employee Assisted Recruitment – Applicant Form

** Fields below are able to be typed / selected on a computer*

Applicant Name:		Applicant Employee Number:	
Position Hired In:		Department:	
Applicant Start Date:		Applicant Email Address:	
Applicant Phone Number:		Applicant Signature:	

Note – Once this form is completed by both the employee and the referred applicant, **the applicant** must bring the completed form to Human Resources on the day they come in to do payroll sign-up with HR. Please do not submit before that day. **Employee Referral Forms will not be accepted after the applicant has completed their payroll sign-up.**

If you have any questions, feel free to reach out to Sean Lowe Onboarding Specialist at (812) 238-7654 or Email slowe@union.health.

Congratulations on earning an Employee Referral Program Ambassador T-shirt! This shirt can be worn on any day, with your appropriate pants.

Please let us know the following, and we will send your shirt to you, via Inter-Departmental mail:

** Fields below are able to be typed / selected on a computer*

Shirt size: _____

Check the color shirt that you prefer: GREY MAROON

Please specify the location/department that your shirt should be sent to: _____

To be completed by Human Resources:

Received in HR _____

Sent to Payroll _____

Bonus amount to be paid _____

30 Day Date: _____

Supervisor's Signature _____

1 Year Date: _____