



NURSES CALLED TO SERVE CAMPAIGN

Employee Referral Program - FAQ

CHI Saint Joseph Health is excited to announce the Nurse Called to Serve 2021 recruitment campaign from January 18, 2021 through April 30, 2021. Eligible facilities and departments are outlined in the Eligible Facilities and Departments document.

Current employees who refer an external new hire candidate that is offered and accepts an eligible bedside staff RN or LPN position during the campaign dates and begins employment no later than June 1, 2021 may be eligible for an enhanced referral bonus through the Employee Referral Program.

FREQUENTLY ASKED QUESTIONS (FAQs) - REFERRAL BONUSES

Referral Eligibility

Q. Who is eligible for a referral bonus for this campaign?

A. Any current CHI Saint Joseph Health employee (market-wide) who is full-time, part-time or PRN may refer, including Medical Group/CIN (except physicians and leaders who are supervisors and above referring to his/her department or reporting line). VNP and HR employees are not eligible to participate.

Q. Why are nurse supervisors not eligible for referrals?

A. Supervisors cannot be included due to their management status. Each supervisor shares in the responsibility for recruitment and retention as part of their job.

Q. How do I refer someone?

- A. In order to be eligible for a referral bonus, the referring employee's name MUST be on the candidate's application no later than the offer stage of the employment process. Any additional consideration is at the sole discretion of Human Resources Administration.

Q. Can I refer more than one RN?

- A. Absolutely! We want your help and encourage you to make as many referrals as you can.

Q. Do I qualify for a referral for a rehire or an agency nurse?

- A. Yes, for a rehire who has been gone for at least six months and meets the eligibility. No, for a current agency nurse as they have already been working in our environment and are being offered generous incentives to stay on as regular employees with us.

Q. How will I know to expect a referral bonus?

- A. Within one week after your new hire attends New Employee Orientation, you will receive an email from the recruiter confirming that the bonus payout has been requested per the payout schedule found at CHISaintJosephHealth.org/Nurse-Recruitment-Resources. While it is our intention to create a positive experience that you can count on, we realize that things do happen – email goes to spam, email comes back undeliverable, etc. If you do not receive communication acknowledging that your referral has been hired, please email Amanda Scarbrough at alscarbrough@sj-london.org and include the new hire's name and facility where he/she was hired. Amanda will research the issue and follow up with you as soon as possible.

Campaign-eligible Positions

Q. What are the campaign-eligible positions for the enhanced referral bonuses?

- A. New hire referral eligible positions include full-time (budgeted .9 FTE or higher) and part-time (budgeted at least .5 FTE, but less than full-time) bedside staff RNs and LPNs per the approved campaign facility/department list. The list is available at CHISaintJosephHealth.org/Nurse-Recruitment-Resources. Referrals that do not fall within the requirements of this campaign's position eligibility may still be eligible for a referral under the standard Employee Referral Program guidelines.

Referral Amounts

Q. How much are the referrals?

- A. The amount of a referral is determined by two factors: full-time or part-time status and years of acute care experience. You may access the referral grid through this link, CHISaintJosephHealth.org/Nurse-Recruitment-Resources.

Q. Can the candidate list more than one referrer on the application?

- A. Bonuses will be awarded to one person only – no sharing or splitting of bonuses. If the candidate lists more than one referrer on the application, the recruiter will contact the candidate and the candidate will be required to confirm, in writing, the one employee to receive the bonus.

Departments Included

Q. What departments are included in the campaign?

- A. A list of eligible departments and eligible facilities is available at CHISaintJosephHealth.org/Nurse-Recruitment-Resources.

Referral Payment

Q. How are the referral bonuses paid?

A. You will receive the bonus on your regular paycheck. Payouts occur the first pay period after the new hire completes 90 days of successful employment in an eligible position and one year of successful employment in an eligible position – 50% is paid at each installment. Both the referring employee and the referred employee must be employed at the time of the payout. The referred employee must be in an eligible position at the time of the payout. Referral bonuses are subject to applicable taxes and withholdings.

Q. What if the person I referred leaves after the first payout, but before the second payout? Will I be required to pay back the first half of the bonus?

A. No. You will not need to pay back any part of a referral bonus that you have received if the referred employee leaves a referral-eligible position or the organization.

