

Candidate's name <i>(individual being referred)</i> :	
Position Referred to:	

I acknowledge that I received, read and understand the *Nursing Recruitment Incentive Program* policy guidelines.

Employee Name <i>(please print)</i> :	
Today's Date <i>(date submitted)</i> :	
Employee Signature:	

HUMAN RESOURCES DEPARTMENT USE ONLY

Received by Human Resources Member Signature: _____

Receipt Date *(date actually received in HR)*: _____

Date of Employment:		Employment Status:	
Recruitment Request #		Position Filled:	

PROGRAM PAYMENT SCHEDULE	ELIGIBILITY DATE	PAYMENT AMOUNT	SCHEDULED PAYMENT DATE	APPROVED BY	PAYROLL PROCESSING DATE/INFO
Date of Employment		\$500.00			
45 Days of Employment		\$500.00			
90 Days of Employment		\$1,000.00			

Notes:

Not eligible for Incentive:

Reason: Paperwork not submitted prior to the first interview date for employment.

Interview Date: ____/____/____

Employee hired in a non-budgeted casual, temporary or per diem float position.

Other: _____

NURSING RECRUITMENT INCENTIVE PROGRAM GUIDELINES

- Applies to all nursing positions at all Redstone Highlands Communities and Redstone@Home during the recruitment period unless otherwise announced.
- Referral can be made by any Redstone Presbyterian SeniorCare employee except: *President/CEO or Senior Manager*
- Candidate referred cannot be a current employee OR a former employee.
- The employment of a referred candidate must occur in the recruitment period of July 1, 2025 up to June 30, 2026.
- To be eligible for the Nursing Recruitment Incentive Program the completed *Candidate Referral Form* referral must be submitted and received by the Human Resources department **prior** to any interview date.
- The candidate being referred must agree to have his/her name used for the referral.
- The first employee to refer a candidate will be the only referring employee eligible for the incentive.
- Only candidates who meet the essential qualifications for the position will be considered for employment.
- All referred candidates will be evaluated for employment consistent with Redstone Presbyterian SeniorCare employment policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.

Incentive payments:

- Payment is made to the employee making the referral and the new employee recruited for the position.
- Payment schedule for a full-time career opportunity:
 - \$ 500 payment made on first day of employment
 - \$ 500 payment made for the 45th day of employment
 - \$ 1,000 payment made for the 90th day of employment
- All payments will be generated with the next scheduled paycheck following the attainment of the required time period.
- Payment for part-time and budgeted casual positions is 50% of full-time payment schedule.
- No payment is made for non-budgeted casual employment, temporary or per diem float positions.
- Payment schedule will be adjusted for the next scheduled payment for employment status changes: *Full to part-time or budgeted casual, budgeted casual or part-time to full-time, or other affected status change*
- The new employee must be actively employed at the time of the scheduled payment(s). Neither employee can be on resignation notice time, PTO payment time following resignation notice or on leave of absence. If the referring employee is no longer employed, the new employee will continue to be eligible for the scheduled payments following the above guidelines.
- Payments for the Nursing Recruitment Incentive Program will be discontinued for any of the following:
 - Receiving unemployment compensation when continuing work opportunities are available.
 - Counseling action involving suspension by either employee. Payment eligibility will be adjusted by one (1) year for each suspension action.
- The Vice President of Human Resources in consultation with the President/CEO will resolve all disputes or interpretations of the Nursing Recruitment Incentive Program.