



Employee Referral Bonus Program Guidelines

Purpose:

As Lehigh Valley Health Network (LVHN) grows to support our vast community, we would like to recognize our colleague network through an incentivized referral program. Research shows that employee referrals result in higher retention rates, excellent contributions, and improved productivity. Refer a colleague and help LVHN grow for years to come. Employees may be eligible for an incentivized award, including but not limited to, LVHN swag, Pride Points, a monetized bonus, etc., contingent upon the guidelines outlined below.

Program Guidelines:

1. The opportunity for this incentivized offering is based off of Talent Acquisition consideration of hard-to-fill positions. Positions chosen for a referral bonus are based on market demand and can be changed at any time per the needs of the network.
2. All referred applicants will be evaluated for employment consistent with our organization's policies and procedures. All information regarding the hiring process will remain strictly confidential.
3. All referrals must be documented and submitted by the employee on the "Employee Referral Form". Guidelines are also posted on our Careers page at <https://www.lvhn.org/employee-referral-form>.
4. An employee can submit the employee referral form without an application received from the referred, however, the "Employee Referral Form" must be received no earlier than 90 days before the application is submitted for an eligible role, and no later than the referral's date of offer.
 - a. To be eligible for an award, the referral name must be documented in the "source" field on the employment application submitted by the candidate with the current employee's proper name. Human resources employees, educational affiliate preceptors and faculty, and service line leaders to whom the prospective colleagues will report may provide referrals, but are not eligible for the Employee Referral Bonus Program.

Referral Eligibility:

1. Referred candidates must meet the minimum qualifications of the open and regular full time/part time position that they have applied. Per Diem positions do not qualify for the Employee Referral Bonus Program.
2. Applicants must be referred by current LVHN employee.
3. Applicants cannot be current employee of LVHN or have been employed by LVHN within the past year.
4. The following situations are not eligible for the referral bonus:

- a. The referral works at LVHN as a temporary or contract employee
 - b. The referral is applying to a per diem position
 - c. If the referred candidate does not meet the minimum qualifications for the position
5. Employee Referral Form will be date and time-stamped when they are received. In the event that two LVHN employees refer the same applicant, the LVHN employee whose referral has the earliest time stamp will receive the referral bonus if the candidate is hired.

Payout Information:

1. After a referred candidate is hired and successfully completes their orientation or if there is no formal orientation program, then at 60 days of active employment, the employee responsible for the referral will receive the first half of the award. OR As dictated in the appropriate bonus program guidelines.
2. A designated Talent Acquisition team member will keep track of the referral bonus payouts.
3. After the referred candidate successfully completes one year of service, the employee responsible for the referral will receive the second half of the award.
4. Both the referred candidate and the employee must remain employed during the said timeframe to receive award.
5. If the either employee terminates at any time during said timeframe, the referral bonus will not be awarded.
6. Referral awards will be put through the employees' regular payroll, less applicable taxes.