

Albert Einstein College of Medicine, Inc. Employee Referral Program

PURPOSE

Albert Einstein College of Medicine, Inc. recognizes that its employees are a highly valued resource, accordingly, we encourage employees to refer qualified applicants for consideration for all open, non-faculty positions with the Institution. The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee in a full-time equivalent (FTE) position who brings new talent to the Institution by referring applicants who are subsequently selected and successfully employed in such positions.

ELIGIBILITY AND PARTICIPATION

- Eligible positions are those open positions, identified by Human Resources, which are posted on the Albert Einstein College of Medicine, Inc. website (<https://careers-einstein.icims.com>)
- Overall, the program is aimed at enhancing Albert Einstein College of Medicine, Inc recruiting capabilities by increasing candidate selection pools, reducing cost-per-hire and boosting employee morale.
- All employees are eligible to participate **except** for:
 - Vice Presidents, Deans and Directors
 - Human Resources employees
 - Hiring manager, members of the selection team, or individuals who would have a direct reporting relationship with the candidate
- All eligible candidates must meet the following criteria in order for the employee to be eligible for a referral bonus:
 - Cannot be a former employee, contract temporary help, agency employees or student employees.
 - Family members as defined by current nepotism guidelines
 - Candidate must fill a position designated on the Albert Einstein College of Medicine, Inc. website for the Employee Referral Program

PROCEDURES

Referrals are made by applicants listing the employee's name in the following ways:

- On the employment application
- On the applicant's resume/cover letter

POLICIES

- When a regular full-time or regular, part-time employee recommends a qualified individual for a valid opening, and the referral is hired as a regular full-time or regular part-time employee, a referral bonus will be paid, in one installment, after the new employee has been on the payroll for 180 days.
- The Employee Referral Bonus amount is \$500 for exempt positions and \$150 for non-exempt roles.
- Referral bonuses are normally paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.
- Both the employee who made the recommendation and the employee who was hired must be employees of Albert Einstein College of Medicine Inc., Corporate at the time the bonus payment is due. An employee who is on leave or temporary disability at the time the bonus payment is due will have any bonus payment deferred until the employee returns from the leave of absence.
- The hiring process will be fair and consistent with our policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
- No referral bonus will be awarded for a candidate if an agency or third party fee is required for the hire.
- The HR Office will monitor the use of the Referral Bonus Program and will report annually to the Vice President for Human Resources and Diversity Officer of information on the use of the Referral Bonus Program.
- Human Resources will have final authority over all aspects of the Employee Referral Program.
- Any disputes arising from the application of this program will be the responsibility of Vice President for Human Resources and Diversity Officer.

The bonus amount and eligibility factors are subject to change based upon Albert Einstein College of Medicine, Inc. business needs, as circumstances dictate.

We reserve the right to modify, amend or terminate this plan, at any time, for any reason.