



Albert Einstein College of Medicine

Employee Referral Bonus Policy

I. Purpose

Albert Einstein College of Medicine 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 current employees who brings new talent to the institution by referring applicants who are subsequently selected and successfully employed in such positions.

Overall, the program is aimed at enhancing Einstein's recruiting capabilities by increasing candidate selection pools, reducing cost-per-hire and boosting employee morale.

II. Scope

This Policy applies to all Einstein employees.

III. Policy

A. Eligibility & Participation

Eligible positions are those open positions, identified by the Human Resources Department, which are posted on Einstein's careers website.

All employees are eligible to participate except for:

- Deans and Directors
- Human Resources Department 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 employee or student employee
- Cannot be an immediate family member
- Candidate must fill a position designated on Einstein's website for the Employee Referral Program

B. Procedures

Referrals are made by applicants listing the employee's name as a referral source in the following ways:

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

C. Policy

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 Einstein 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 Einstein's 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.

Human Resources Department will monitor the use of the Referral Bonus Program and will report annually to the Vice President for Human Resources of information on the use of the Referral Bonus Program.

Human Resources Department 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 the Vice President for Human Resources.

Albert Einstein College of Medicine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

IV. Definitions

None.

V. Effective Date

Effective as of: 28 April 2016.

VI. Policy Management and Responsibilities

Einstein’s Human Resources department is the Responsible Office under this Policy. Einstein’s Associate Dean for Finance and Administration is the Responsible Executive, and Einstein’s Vice President for Human Resources and Diversity is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)



Responsible Executive
Jed M. Shivers
Associate Dean for Finance and Administration



Date