PURPOSE: To utilize a system initiative to directly support local recruitment needs and to encourage systemic collaboration in supporting staffing and recruitment efforts.

POLICY:

It is the policy of RWJBarnabas Health (RWJBH) to offer recognition to employees in the form of a referral bonus for their recruitment assistance in filling of critical “hard to fill” vacancies.

PROCEDURE:

1. Eligible employees who refer a candidate who is hired at any RWJBH facility into a designated “hard to fill” position will be eligible for the system referral bonus program.
2. A referral bonus of $2,000 will be paid to employees who refer candidates who are hired into full time positions designated as “hard to fill”.
3. A referral bonus of $1,000 will be paid to employees who refer candidates who are hired into part time positions (of half-time or more) that have been designated as part of a “hard to fill” vacancy list.
4. A referral bonus of $500.00 will be paid to employees who refer candidates who are hired into per diem positions or positions below regular part-time status that have been designated as part of a “hard to fill” vacancy list.
5. Payment: The referral bonus will be paid as a one-time bonus upon successful completion of the referred employee’s introductory period. The facility of the referring employee will be responsible for paying the employee within the timeframes noted above and will bill the hiring facility for this amount as a chargeback.
6. Referred candidates cannot be employees of RWJBH at the time of referral, nor can they have been an employee for the six month period immediately preceding hire.
7. Employees making the referrals must be employed by the system when the referral bonus payments are made.
8. Department directors and above, along with all members of the system’s Human Resource Departments staff are not eligible to participate in the program.
9. The “hard to fill” list of positions will be reviewed/updated quarterly. Each facility determines the position(s) deemed “hard to fill” for their facility based on quarterly produced recruitment and vacancy reports.
10. The amount of the bonus may temporarily be adjusted by facility as needed based on the needs of the facility.
11. Notices regarding the Employee Referral Bonus program will be updated on The Bridge.

RWJBH STANDARDIZED ORIGINAL DATE: June 1, 2019
REVISED: