

CAREGIVER REFERRAL PROGRAM BONUS ELIGIBILITY GUIDELINES

Category	Topic	Guideline
Position Eligibility	Positions	Positions below 0.5 FTE are NOT eligible*. In addition, positions Executive Director and above and provider positions are NOT eligible regardless of FTE status.
Referral Bonus Dates	Candidate Application Date	Candidate application date is used to determine eligibility. Eligible referrals with a candidate application date pre-dating 1/3/22 will honor the bonus amount advertised at time of candidate application.
Referral Eligibility	Known Candidates	Referral bonuses will not be paid out if the referred candidate has held any paid position with Providence and its affiliates, including contractors/travelers, within the prior 12 months of the referral.
	Candidate type: Internal	Referrers are not eligible to receive a bonus for referring internal caregivers.
Referrer Eligibility	Role	Caregivers in VP roles and above are not eligible to receive referral bonuses. Leadership roles in the direct org structure of the hired referral are not eligible to receive referral bonuses.
	Employee/Caregiver type	Only caregivers are eligible to receive referral bonuses. Contractors, BPO and other non-employee types are not eligible to receive a bonus.
	Department	Caregivers in recruiting roles are not eligible to receive bonus. HR caregivers not in recruiter roles or in the direct org structure of the hired referral are eligible to receive referral bonuses.
	Limit on referral bonuses in a calendar year	No cap.
Payouts	Payout Eligibility- Payout date	14 days after referral hire date.
	Payout Eligibility	Both the referrer and the referral must be active caregivers in good standing at time of payout.
	Payout Cost Center	The requisition department cost center that the referral was hired on is charged for the bonus.
	Payout timing	If eligible and if recorded on the payout tracker, referrers will receive the referral bonus within the next 1-2 pay periods after the referral's 14-day employment requirement.

Exceptions	Referral submitted outside Taleo within 30 days of referral hire date	Approved and manually tracked by the programs team if the IBM Talent Advisor fills out the exception template fully and has Hiring Manager approval.
	Referral submitted outside Taleo by Hiring Manager within 30 days of referral hire date	Approved and manually tracked by the programs team once Hiring Manager confirms referral and referrer information.
	Referral submitted outside Taleo by Hiring Manager more than 180 days after referral hire date	If referral is listed as the candidate submission source or there is written documentation at the time of hire and all other eligibility criteria is met, it will be approved and manually tracked If there is no evidence referral is listed as the candidate submission source OR no provided written documentation at the time of hire, the exception will be rejected.
	Retroactive exceptions for roles now eligible in new enterprise program	Candidate application date must be on or after 9/7/21. No retroactive bonuses for referrals made in or outside of Taleo prior to 9/7/21.
	Two referrers for one referral hire	Program guidelines state 1 referrer per referral. If the Taleo req and reporting reflects one referrer, that caregiver will receive the bonus. If two referrers are submitted manually for the same req/referral and no referrer is listed in Taleo, the programs team will consult with the hiring manager.

** Regional campaigns approved through 12/31/21 may offer a position eligible for bonus lower than 0.5 FTE. Documentation of regional campaign will be referenced to validate eligibility.*