

Fill the Byrn

Employee Referral Program

Updated May 2021

Description:

Pennybyrn offers a bonus of \$600 (less taxes) for each full time (FT) and part time (PT) referral and \$500 (less taxes) for each PRN referral that successfully completes 6 months of employment.

The plan will be active and inactive based on need as determined by Leadership.

The bonus will be paid out in installments as follows:

Successful Referral Qualifications	FT / PT Bonus Paid	PRN Bonus Paid
Hired and Orients in Department	\$200	\$150
Completes 90 days with a satisfactory review	\$200	\$150
Completes 6 months with satisfactory performance (including good attendance & PRN response)	\$200	\$200

Purpose:

The employee referral plan is intended to assist Pennybyrn in recruiting qualified talent who are identified by current employees as someone they would have confidence in recommending.

Process:

A referral form will be completed by current employees with all necessary information and turned in to the Human Resources Department. The referred employee clearly indicates who referred them on their application or during the interview process.

Referred external candidates must meet the qualifications of the job, be accepted for full time (FT), part time (PT) and PRN positions, and demonstrate a good work ethic.

Upon meeting the requirements of the plan, bonuses will be paid in installments to current employees within 2 weeks of their referral meeting the qualifications described above.

Ongoing oversight

HR will monitor the plan when in place and report bonuses paid out monthly to Leadership

The plan will be reviewed and potentially revised based on forecasting and past performance of the plan prior to the new fiscal year beginning and/or as needed otherwise.

Referral form attached

FILL THE BYRN

Employee Referral Program

Date: _____

Employee making referral: _____

Applicant's Name: _____

Position: _____

Status: Full-time Part-time PRN

Hire Date: _____

✓	GOAL ACHIEVED	GOAL DATE	BONUS PAY DATE	BONUS AMOUNT
	Hired and Trained in Dept			<input type="radio"/> \$200 (FT/PT) <input type="radio"/> \$150 (PRN)
	90 days completion			<input type="radio"/> \$200 (FT/PT) <input type="radio"/> \$150 (PRN)
	6 months completion			<input type="radio"/> \$200 (FT/PT) <input type="radio"/> \$200 (PRN)
	TOTAL BONUS RECEIVED			

Approved by: _____

Date to Payroll: _____