



## Human Resources

### MEDICAL CENTER HUMAN RESOURCES POLICY NO. 901

- A. SUBJECT: Employee Referral Incentive Program
- B. EFFECTIVE DATE: April 1, 2017 (R)
- C. POLICY:

The Medical Center Employee Referral Incentive Program rewards employees of the University of Virginia Medical Center, School of Medicine, and School of Nursing who identify and refer potential applicants who are hired by the Medical Center into approved positions. Note that special incentive campaigns focusing on unique recruitment needs during a specific time period are not covered under this policy.

- D. PROCEDURE:

#### Eligibility

The referral incentive will be awarded only for applicants who are hired and successfully complete ninety (90) days of active employment in a regular full-time position approved for participation by the Director of Talent Acquisition.

To be eligible for the referral incentive, the referring employee must be an active employee of the Medical Center, School of Medicine, or School of Nursing at the time the referral is made and at the time the incentive is paid.

Employees of Medical Center Human Resources are not eligible to receive rewards through this program. Hiring supervisors/managers and other persons serving as members of an interview panel or search committee involved in the selection process are also ineligible to receive the referral incentive. In addition, employees who represent the Medical Center at a recruitment event will not be eligible for a referral incentive for applicants that are recruited during that event.

#### Referral Criteria

The referred applicant may not have previously responded to published advertisements, have been referred through employment agencies, or have submitted an application to Medical Center Human Resources within one year prior to referral. Former employees who have worked for the Medical Center or the Academic Division of the University in any capacity within two years prior to referral are ineligible to be considered as referred applicants.

The referred applicant must list the name of the referring employee as the source of referral when completing an application for employment.

(SUBJECT: Employee Referral Incentive Program)

A referral form must be completed by the referring employee and submitted to Medical Center Human Resources within five business days following the submission of the application for employment.

Referral Incentive Payments

The referral incentive amount for each position being filled will be determined by the Recruitment Manager, but may not exceed \$5,000. Amounts in excess of \$500 must also be approved by the appropriate Administrator and Chief.

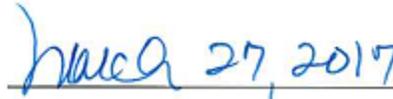
The referral incentive will be paid with the first paycheck following completion of ninety (90) days of active employment by the referred applicant.

Referral incentive amounts shall be taxed based upon Internal Revenue Service requirements.

SIGNATURE:

  
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Pamela M. Sutton-Wallace, CEO, UVA Medical Center

DATE:

  
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Medical Center Human Resources Policy No. 901 (R)

Approved: March 2004

Revised March 2004, June 2004, November 2007, December 2010, March 2014, March 2017

Approved by Chief Human Resources Officer

Approved by Medical Center Administration