



Affirming life at every step of your journey with illness and loss.

Employee Referral Bonus Program

TRU Community Care wants the best staff, and you can help! Through research and our own experience, we know employees who join TRU after being referred by one of our current staff are excellent contributors to our team. We want people like you who support providing the highest quality of care to our patients and live by our core values of **C**ourage, **A**ccountability, **R**elationship, and **E**ngagement every day.

Referral Bonuses will be awarded as follows:

\$1,000 for an RN or LPN referral that is hired *

\$500 for a CNA referral that is hired *

\$250 for any other hired referral *

Eligibility and Exclusions:

Candidate referral eligibility requirements: Referred applicants must fully meet the qualification requirements listed in the job description for the position. Temporary, summer, contract, and former employees of TRU are not eligible candidates for referral awards.

Referral Procedure: Applicant **MUST** include the name of the current TRU employee who referred them on his/her application for employment that he/she submits to Human Resources.

- This is found on the second page of the application under “Job Interest” and states: “If you were referred to TRU Community Care by one of our employees please list the employee’s name and relationship to you.”
- This **MUST** be done at the time the application is submitted to Human Resources.
- If the applicant submits a cover letter and resume, the referring employee’s name must be included.

Duplicate Referrals: If duplicate referrals occur, the first referral received will be eligible for payment. If a joint referral is made and received at the same time, the Referral Bonus will be split evenly between the referring staff.

Selection Procedures:

- The candidate will be reviewed through the normal hiring procedure.
- The candidate will be scheduled for an interview following TRU’s normal hiring process.
- If the candidate meets the specified requirements for the open position, the individual will be referred to the hiring department for review and consideration.

- The hiring manager will make the selection decision for the position.
- All information about the hiring decision will remain strictly confidential.
- The applicant must successfully complete all requirements of the pre-employment process.

Staff Eligibility: All TRU staff members are eligible to participate in the program regardless of status (FT, PT, PRN) unless excluded (see *exclusions section*).

- The referring employee must be employed at the time of referral.
- The referring employee must be employed at the time of hire of the referred candidate.
- The referring employee must remain an employee to be eligible for the subsequent referral bonus.
- Managers are eligible for the bonus but must recuse themselves from the interview/hiring process if seeking to collect the bonus.

Exclusions: The following employees are not eligible for referral under this program:

- Directors and Executives of TRU
- Members of Human Resources Department

Position Changes: If a referred employee leaves through termination or resignation, the referring employee shall not be eligible for the remainder of the referral bonus.

Referral Bonus Payment Procedure:

If the referred applicant accepts employment with TRU and is hired, the referring employee will receive a referral bonus in two equal increments. Note: this bonus is considered income, and taxes will be withheld.

- 50% of the referral bonus is paid when the referred new hire has completed his/her initial 90-day employment period.
- The second half of the referral bonus is paid after the new hire works 6 months in the same status and position.

How to Apply:

Submit [this request form](#) to HR and then have your referral fill out an application through our online job posting (typically on Indeed.com). This form can also be found at trucare.org/staff-resources under Employee Referral Program. Send the form to Human Resources before your referral applies online so we can ensure you are credited with the referral. Once the candidate applies, we are no longer able to attribute the referral to you if not submitted in advance.

Any questions, please contact any member of Human Resources by emailing hr@trucare.org.