

Employee Referral POLICY



NUMBER 2.4
ISSUED 11/2023
SUPERSEDES "All prior"

SUBJECT: Employee Referral Award(s)
SCOPE: Criteria for how employees are selected for this Award, the time periods of the award(s), type of award(s), and how employees receive award(s).
PURPOSE: Explanation of Employee Referral Award and Policy
POLICY: **Employee Referral Policy**

Employee Referral AWARD

As stated in the "Performance Award Policy 5.30" issued 03/2020, at various times Awards may be presented to NW Staffing LLC employees who meet certain specified criteria as determined by the Board of Directors and/or the Executive Team, and dependent upon overall company performance.

Since Employee Referrals have shown to produce better workers, i.e., more productive, reliable, and retained for longer periods of time, we have established this Award Policy.

The Employee Referral Award(s) are completely dependent upon you, the employee, referring a qualified candidate for an open position, us hiring that candidate and retaining them for the Retention Period.

Employee Referral Award Eligibility Criteria, Award Determination, Award Type(s), Award Period(s), Award Usage, Award Timing and Method of Award Presentation –

Award Eligibility Criteria:

Under this policy employees must meet the following criteria to be eligible for this Award –

1. All "Active" employees, in good standing, i.e., not on suspension, and having NOT provided notice of resignation for any Award Period, are eligible for this award!
2. Anyone holding the position of Extern, Consultant, Independent Contractor; or, prior employees who are Terminated, are not eligible to participate.

Award Determination:

- For any job opening, other than a PRN ("as needed") position, that is posted on our job board...either the employee or the job applicant will need to perform, one of the two options listed below–
- 1. **EMPLOYEE:** We have added to our Express Rx website (<https://expressrx.net>) a specific link for our employees to enter a candidate they are referring for one of our open jobs! Go to the Express Rx website > Resources > select "Employee Referral Program" from the drop down list...a new page will open that looks identical to our application portal, but with the title "**Employee Referral Portal**".
 - **Employee Referral Program: Step 1 of 4 – Enter Your Email** – Search available jobs until you find the one you want to refer a candidate for, then click the job listing and it will open a window listing the job posting, with the title at the very top, "Employee Referral Program: Step 1 of 4 – Enter Your Email", whereby you MUST enter your email address (it says "...your work email..." but I would prefer you enter your personal email address, then click "Continue>>".
 - **Employee Referral Program: Step 2 of 4 – Enter Your Contact Information** – Follow the steps listed, i.e., Enter your First Name, Last Name, Email (yes, again), and click "Continue>>".
 - **Employee Referral Program: Step 3 of 4 – Provide Resume** – If you have the applicants resume you can upload it here (this auto fills fields for the applicant), then click "Continue>>". If you don't have it click "Continue>>".

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- **Employee Referral Program: Step 4 of 4 – Enter Referral’s Contact Info** – Enter the correct information requested for the applicant, e.g., First and Last Name, Email, and Phone, then click “Submit”.

2. APPLICANT/CANDIDATE:

- When the applicant is filling out the online application they will come to the **Questions about You** section, and it will ask them, “**Where did you learn about this position?**” Make sure to have them select Employee Referral to the far right of this screen, and then click on the ‘Continue’ button.
- On the very next screen, under **Information About You**, it will ask them, “**Please enter the name of the specific Employee Referral where you learned about this position:**”, make sure to have them enter your name in the entry field and then click on the ‘Continue’ button!
 - NOTE: They must do this during the initial job application process. There is no way for them to go back and edit it later!

Award Type:

- Currently there is one (1) Award Type – monetary applied to an “active” employee’s check.
- Pharmacist Referral – will pay a total of \$2,500.00, to be split into two (2) halves.
- Technician Referral – will pay a total of \$1,000.00, to be split into two (2) halves.
- Pharmacy Clerk and/or Delivery Driver Referral – will pay a total of \$500.00, to be split into two halves.
 - **NOTE: The Executive Team reserves the right to pay additional amounts if we hire your referred candidate in a hard-to-fill role.**

Award “Retention” Period(s):

- The hired referred candidate must maintain active employment (see “Award Eligibility Criteria” shown above) status for a minimum of thirty (30) calendar days for the referring employee to receive the first half of the award.
- The hired Candidate must maintain active employment (see “Award Eligibility Criteria” shown above) status for a minimum of 180 calendar days (6-months) for the referring employee to receive the second half of the award.

Award Usage:

- There are no stipulations on how the Award may be used.

Award Timing and Method of Award Presentation:

- Once the 30-day retention period has passed, the referring employee will receive the first half of the “Referral Award” on the first regular paycheck occurring after the close of the pay period in which the 30-day retention period occurred.
- Once the 180-day retention period has passed, the referring employee will receive the second (2nd) half of the “Referral Award” on the first regular paycheck occurring after the close of the pay period in which the 180-day retention period occurred.

As with all other Policies of the Company, awards will be forfeited if it is discovered that an employee has committed theft, fraud or violated any policy or guideline that would warrant termination, as defined within the company Handbook, specifically sections 1.26, 1.28, or 4.2 [Note: This is “not” an all-inclusive list, and it is only intended to provide guidance.]. The final determination of the Award presentation to any employee is up to the discretion of the Board of Directors and/or the Executive Team and will be based upon the overall performance of the company and the employee.

SIGNED:


Baylor Guy, EVP-HR

DATE:

November 17, 2023