

2017 Referral through the GRAPEVINE

To help attract the most highly qualified candidates in some of our hardest to fill jobs, St. Vincent Southwest Region Referral through the Grapevine (RTTG) program allows any St. Vincent Southwest Region associate (excluding leadership, HR Department and physicians) the opportunity to refer a qualified candidate for one of our difficult to fill jobs. If the person being referred is hired, both the current associate and the new associate will receive a bonus! Please see below for program guidelines and referral/recruitment bonus compensation levels. For full details, including jobs included in this program and forms which must be completed by both the referrer and referee, please visit StVincentSWIN.org/RTTG.

Program Guidelines/Eligibility for Referral through the Grapevine (RTTG) Program

- Referrals will only be accepted for jobs that are contained on the approved list of jobs at the time the referral is received (for list of jobs, visit StVincentSWIN.org/RTTG).
- Candidates must have 18 months of relevant, recent full-time acute experience.
- Only external candidates are eligible for the recruitment bonus. Internal candidates within St. Vincent applying to one of the eligible jobs/units are not eligible for the program.
- The referred applicant must not have been on St. Vincent payroll during the prior 12 months from the date of application.
- The referral of a candidate does not guarantee the offering of a job to that candidate.
- St. Vincent associates who have provided notice of resignation after the introduction of the 2017 RTTG program are not eligible for the recruitment bonus.
- Associates from other Ascension organizations are NOT eligible for the recruitment bonus.
- All associates, except for members of leadership, physicians and HR and Development, are eligible for the referral portion of the RTTG bonus.
- Bonuses are considered taxable income.
- Both the associate making the referral and the referee must be employed and not in a notice of separation period at the time each bonus installment is due.

(Please see reverse side for more information.)



Referral/Recruitment Compensation

Referral Bonus (For Current Associate)

Associate compensation (referral bonus) is paid within 30 days once the new associate 'referee' successfully meets the following employment milestones for a total of \$5,000:

| | Level I | Level II | Level III |
|------------------|---------|----------|-----------|
| After first week | \$1,500 | \$1,000 | \$1,000 |
| 6 months | \$1,000 | \$750 | \$1,000 |
| 12 Months | \$1,000 | \$750 | |
| 18 months | \$1,500 | \$1,000 | |

The referring associate will cease to receive remaining referral payments should the candidate they referred choose to leave employment but the associate will not owe any of the bonus monies back.

Recruitment Bonus (For New Associate)

The new associate's recruitment bonus is paid to them within 30 days once they meet the following milestones (note: payment is pro-rated for part time/full time). Should the new associate adjust their FTE up or down, the current FTE at the time of the payout is what will be considered.

| | Level I | | Level II | | Level III | |
|------------------|----------|----------|----------|----------|-----------|----------|
| | .5 - .89 | .9 - 1.0 | .5 - .89 | .9 - 1.0 | .5 - .89 | .9 - 1.0 |
| After first week | \$500 | \$500 | \$500 | \$500 | \$500 | \$1,000 |
| 6 Months | \$1,500 | \$1,500 | \$500 | \$1,500 | \$500 | \$1,000 |
| 12 months | \$1,500 | \$1,500 | \$500 | \$1,500 | | |
| 18 months | \$1,500 | \$4,000 | \$1,000 | \$2,000 | | |

Once the new associate passes the three month mark towards their next milestone, St. Vincent will consider the previous payment 'worked off.' Should the new associate leave prior to the three month mark leading up to the next milestone, they will owe the full amount of the previous installment. (Example: The full time RN successfully reaches the six month mark so has been paid \$500 and \$1500. The RN submits notice and ends employment at the seven month mark. The RN would owe the most recent \$1500 back to St. Vincent. Should the RN leave at the 11 month mark he/she would not be eligible for the 12 month installment but will not owe St. Vincent anything.)

