

# Bonus eligibility guidelines

Category	Topic	Guideline
Position Eligibility	Positions	Positions below 0.5 FTE are NOT eligible. RN Residents*, Provider and Executive Director and above positions are NOT eligible regardless of FTE status.
Referral Bonus Dates	Candidate Application Date	Eligible referrals will receive the bonus amount advertised at time of the candidate's application date.
Referral Eligibility	Known Candidates	Referral bonuses will not be paid out if the referred candidate has held any paid position with Providence and its affiliates, including contractors/travelers, within the prior 12 months of the referral.
	Candidate type: Internal	Referrers are not eligible to receive a bonus for referring internal caregivers.
Referrer Eligibility	Role	Caregivers in VP roles and above are not eligible to receive referral bonuses. Leadership roles in the direct org structure of the hired referral are not eligible to receive referral bonuses.
	Employee/Caregiver type	Only caregivers are eligible to receive referral bonuses. Contractors, BPO and other non-employee types are not eligible to receive a bonus.
	Department	Caregivers in recruiting roles are not eligible to receive bonus. HR caregivers not in recruiter roles or in the direct org structure of the hired referral are eligible to receive referral bonuses.
	Limit on referral bonuses in a calendar year	No cap.
Payouts	Payout Eligibility	Referral must complete 14 days of employment to be considered eligible. Both the referrer and the referral must be active caregivers in good standing at time of payout.
	Payout Cost Center	The requisition department cost center that the referral was hired on is charged for the bonus.
	Payout timing	If eligible and if recorded on the payout tracker, referrers will receive the referral bonus within the next 1-2 pay periods after the referral's 14-day employment requirement.

<b>Exceptions</b>	Referral submitted outside Genesis	Approved and manually tracked by the program's team if an exception is received from the Hiring Manager, HR, or Recruiter.
	Referral submitted outside Genesis by Hiring Manager more than 180 days after referral hire date	If referral is listed as the candidate submission source or there is written documentation at the time of hire and all other eligibility criteria is met, it will be approved and manually tracked. If there is no evidence referral is listed as the candidate submission source OR no provided written documentation at the time of hire, the exception will be rejected.
	Two referrers for one referral hire	Referral bonuses will only be paid to 1 referrer per referral. If two referrers are submitted manually for the same req/referral and no referrer is listed in Genesis, the programs team will consult with the hiring manager to determine the correct referrer.

*\*Effective April 21, 2025 ALL RN Resident positions are excluded from the Referral Bonus Program. If you referred an RN Resident 4/21/25 or after you will NOT receive a referral bonus.*