



Policy

Title:	Employee Referral Program
Effective Date:	February 22, 2022
Approved By:	President's Council
Responsible Party:	Vice-President for Human Resources and Administrative Services
History:	N/A
Related Documents: Procurement of Personnel; EEO/Affirmative Action.	

I. PURPOSE

Salus university values our faculty and staff. We strive to employ those who share our values and choose to contribute their time and talent to achieving University goals. We believe our existing faculty and staff, who already meet these criteria, are in a perfect position to help us find the best candidates.

II. DEFINITIONS

N/A

III. POLICY

Current employees are encouraged, through this reward program, to refer qualified candidates for consideration for open positions. Employees who refer an applicant, who is then hired and retained for at least six months, are eligible to receive a bonus.

IV. PROCEDURE

All employees are eligible to participate in our referral program except for:

Senior management (President, President's Council Members, Deans)

Recruiters and hiring managers for positions for which they're hiring.

Note that hiring managers cannot refer anyone for a position for which they are directly or indirectly responsible. However, they can refer someone for a position that's in a different department, office or function. This exception doesn't apply to executives and senior management.

Who can be referred?

Two conditions must be met in order for an existing employee to be eligible for a reward: The candidate should:

- Have not applied to Salus for at least a year.
- Be hired as regular full- or part-time employees (not as temporary employees or contractors.)

To ensure the referring employee is credited for the referral:

- Candidates must state that they were referred by a specific employee (by name) at the time they complete their on-line application or the existing employee must notify a representative in the Human Resources Department of the pending referral via email;
- Candidates must be qualified for the posted position (per the requirements in the posting); and;
- Employees referring an applicant must be a current/active employee of the University.

Payment of Referral Reward:

Current faculty or staff who refer someone who is hired with the University are eligible for two referral payments of \$750 each. The first payment will be paid within 30 days of the new employee's completion of six months of employment with Salus University. The second payment will be paid within 30 days of the new employee's completion of one year of employment with Salus University.

Payment will be made via payroll as a supplemental payment and is subject to taxation.

There is no cap on the number of referrals an employee can make. All rewards will be paid accordingly.

If two or more employees refer the same candidate, only the first documented referrer will receive their referral rewards.

Referrers are still eligible for rewards if a candidate is hired up to one year from the date of the original referral (even if hired into a different position than that for which he/she was referred).

Note:

Salus is an equal opportunity employer and does not discriminate against protected characteristics. All candidates will be given the same consideration and will pass through our established hiring procedures.