

# Linn Community Nursing Home

## Employee Referral Bonus Policy Addendum

### 1. Purpose

This addendum outlines the guidelines and eligibility for the Company's Employee Referral Program. The goal is to incentivize current employees to refer high-quality candidates for open positions.

### 2. Referral Bonus Amount

The company will pay a one-time referral bonus of **\$300.00** (less applicable taxes) for a successful hire.

### 3. Eligibility Requirements

To qualify for the bonus, the following conditions must be met:

- **The Candidate:** Must not be a current applicant, former employee, or someone already in the company's recruitment pipeline.
- **The Referring Employee:** Must be an active employee in good standing at the time of both the referral and the bonus payout.

### 4. Payment Terms

To ensure retention, the bonus will be distributed as follows:

- The bonus will be paid to the referral employee after the new hire completes 90 days of continuous employment.

### 5. Process

1. The referring employee must submit the candidate's name to the front office before the candidate applies independently.
2. The candidate must list the referring employee's name on their initial employment application.

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### Important Considerations

- **At-Will Employment:** This policy does not constitute a contract of employment.
- **Non-Discrimination:** Referrals must be based on merit and qualifications, adhering to the company's Equal Employment Opportunity (EEO) policies.