



Employee Referral Program

Refer a Friend. Build your Team.



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Overview

The VNS Health *Employee Referral Program* gives you the opportunity to identify, attract and recommend qualified talent within your network. Your experience and insight places you in the best position to align our client, patient and member needs with candidates who are seeking our values and culture.

We invite you to review the program details within this document and encourage your contacts to apply today!

Effective Date

The bonus amounts and payout criteria apply to referred candidates who have accepted an offer **on or after January 1, 2024.**

Program Eligibility



All VNS Health team members are eligible to submit qualified talent to VNS Health. There are no restrictions on the number of referrals a team member can submit.

While we encourage referrals from every team member, the following employees are ***not eligible*** to receive an employee referral bonus:

- Current VNS Health temporary or part time workers, independent contractors, or consultants, unless otherwise stated.
- Members of the Human Resources team, including Talent Acquisition, who are responsible for the recruitment lifecycle: sourcing, screening or hiring.
- Managers, supervisors, and department leads who are in the direct supervisory line of the newly hired/referred employee.
- Team members who are involved in the interview process for the referred candidate.

Bonus Values

Employee Referral Bonus Program

Position/Role	Job Code	Location	Bonus Value
Registered Nurse (RN)	0080	All	\$5,000.00
Registered Nurse, Admissions	3553		
Practice Team Supervisor	3697		
Nurse Field Supervisor	9809		
Licensed Social Worker, (LSW), (LMSW), (LCSW)- Hospice Only	4279		
Registered Nurse (RN)	0080	Bronx	\$6,000.00
Physical Therapist	5617		
Registered Nurse – Per Diem	0080	All	\$500.00
Licensed Practical Nurse (LPN)	6101	All	\$5,000.00
<i>Full-time positions with Home Care and Hospice</i>			

Position/Role	Job Code	Location	Bonus Value
Community Liaison, Medicare Advantage	4896	All Locations	\$5,0000
Senior Community Liaison Medicare Advantage Program	3463		
Home Health Aides – Per Diem		Five Boroughs of NYC, Nassau, and Westchester counties	<p>HHA to refer HHA</p> <p>Up to \$500 based on referral status. For details review: https://rewards.caribou.care/jobs</p> <hr/> <p>Non-HHA to refer HHA</p> <p>\$500 when the new hire completes 200hrs.</p>

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Terms and Conditions: HHA & Non-HHA

HHA

- Referrals must be made through the VNS Health HHA Reward Program powered by Caribou: <https://rewards.caribou.care/jobs>.
- Employee referral bonuses are paid relative to referral status; visit <https://rewards.caribou.care/jobs> for more details.

Non-HHA

- Non-HHA Referrals must be made via Workday – using the “Career” application and then the “Refer a Candidate” action. Referrals made outside of Workday (e.g. emails to recruiters) are not eligible for a referral bonus unless they are also entered as a referral in Workday. ref: “How to Refer (Non-HHA)”.
- Employee referral bonuses are paid when the new hire has completed **(6) six months of active and continuous employment with VNS Health**. Payments are made in the pay-cycle following the close of a qualifying period.

All Employees

- Employee is expected to fulfill a full-time commitment, unless otherwise stated.
- The referring employee and the referred new hire must be employed by VNS Health at the time a bonus payment is due. Bonus payments are not made to non-employees.
- Leaves of absence (LOAs) and unpaid time off are not counted toward the service requirements for bonus payments. In situations in which a referred employee has unpaid time off during a qualifying period, the payment schedule is extended to reflect that time.

- Example: If the referred employee is scheduled to complete their sixth month of employment on February 1 but goes out on LOA for one month, the referral bonus will become due on March 1.
- If the referred employee changes his or her position and/or work status/hours, eligibility criteria will be reviewed by Human Resources and Talent Acquisition Leadership.
- In the rare event, (2) two employees referred the same new hire at the same time within the system, a bonus will be divided and awarded in equal portions.
- Program modifications and eligibility criteria are at the discretion of Human Resources Leadership and are subject to change.
- Bonus payments are subject to state and local applicable taxes.

How to Refer: HHA to HHA



Follow these steps to refer **Certified Home Health Aides** and you may be eligible for an Employee Referral Bonus. All other terms and conditions apply.

- Access the VNS Health HHA Reward Program powered by Caribou: <https://rewards.caribou.care/jobs>.
- Click on "Share Job" on a job posting.
- Send the job to qualified friends, family or anyone you know that may align with the qualification of the role.
- The person you refer will receive a link to complete a request for information. Once the referral completes the information request, a member of our recruitment team will connect with your referral.
- You will automatically earn rewards through the VNS Health HHA Rewards program for making a referral.

How to Refer: HHA to Non-HHA



HHA Team Members can follow these steps to refer qualified candidates to Non-HHA opportunities (Nurses, Social Workers, and/or Rehab Therapists) and you may be eligible for an Employee Referral Bonus. All other terms and conditions apply.

Email Recruitment2@vnshorg and include the following information:

- Provide the first and last name, primary phone number, and email address of each NP, RN, LPN, Licensed Social Worker, or Rehab Therapist you wish to refer.

- Attach their resume, if available. If a resume is not included in your referral, indicate if the person is a NP, RN, LPN, LSW or Rehab Therapist.
- Include your full name, your contact phone number, and your employee identification number

How to Refer: Non-HHA to HHA



Non-HHA Team Members can follow these steps to refer qualified candidates to HHA opportunities and you may be eligible for an Employee Referral Bonus. All other terms and conditions apply.



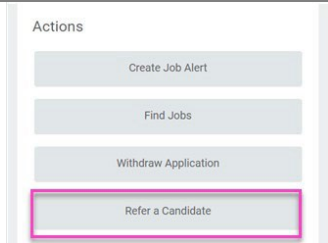
Email Yanniris Germosen (yanniris.germosen@vnshealth.org), Chatram Govindan (chatram.govindan@vnshealth.org) and Rosa Marcus (rosa.marcus@vnshealth.org) and include the following information:

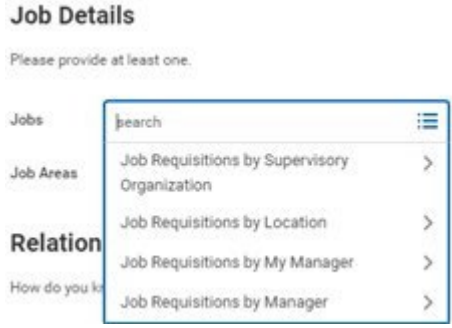
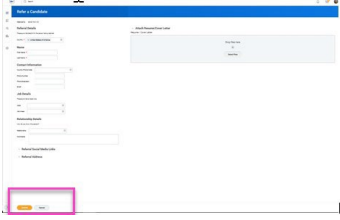
- Provide the first and last name, primary phone number, and email address of the individual you wish to refer.

How to Refer: Non-HHA to Non-HHA



Non-HHA Team Members should use the “Refer a Candidate” action in Workday when referring external candidates to positions to ensure accurate tracking of the referral source. Please follow the (4) four steps outlined below:

1	 From Workday , select the “ Career ” icon	 <p>Career</p>
2	Select “ Refer a Candidate ”	

<p>3</p>	<p>Complete Referral Details : (1) Name (2) Contact Information, (3) Job Details – search for jobs by organization, location or manager</p> <p>Additional Options: Relationship Details, LinkedIn Profile, Resume (please ensure you have the referrals permission to upload)</p>	
<p>4</p>	<p>Click “Submit”</p>	


Review Submitted Referrals: Non-HHA

Using the “My Referrals” report, you can review your submitted referrals.


View Referrals

1. There are two ways to view referrals.

1.1a. Select the Career worklet.

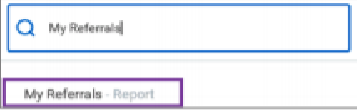


1.1b. Select My Referrals under View.



OR

1.2a. Type “My Referrals” into the Workday search and select the report.



2. The **My Referrals** report will appear.

Candidate	Referred For	Referral Date
Jane Doe (Referral)	Accounting Actuarial Administrative Analytics Auditing Benefits	07/30/2019

Resources

HHA Employee Resource Center: Employee Referral Program	https://hha.vnshealth.org/employee-referral-bonus-program/
VNS Health Non HHA Intranet: Employee Referral Program	https://vnsny.sharepoint.com/sites/TalentAcquisitionIntranet

Version Control

Version	Last Revised	Updates	Reviewed
1.0	12.22.22	Document Creation	S. Green
1.1	01.10.23	Added "and continuous" to T&C payment terms	S. Green
2.0	03.31.23	Update Q2 document and dates	S. Green
2.1	05.23.23	Updated Medicare Sales Rep from 3K to 5K	S. Green
3.0	07.11.2023	Updated to Q3 document and dates	S. Green
3.1	09.01.2023	Updated HHA Caribu referral processs information, updated formatting, added How to refer: Non-HHA to HHA	S. Green
4.0	10.03.2023	Update Q4 document and dates	S. Green