

<b>UNIVERSITY OF ROCHESTER</b>  <b>Strong Memorial Hospital</b>	<b>NURSING PRACTICE ADMINISTRATIVE POLICIES and INFORMATION MANUAL</b>	
	<b>SUPPORT OPERATIONS</b>	<b>Date: November 2022</b>
	<b>Section 9: Recruitment and Marketing</b>	
	<b>Referral Bonus Program</b>	<b>Page: 1</b>

**I. STANDARD:**

The URMC Nursing Practice Referral Program is designed to provide a monetary bonus to URMC staff for referring Registered Nurses, Licensed Practical Nurses, OR Surgical Technologists, Respiratory Therapists, Nurse/ST/RT Extern\*, and Advanced Practice Providers. The total bonus based on 40 hours is \$5,000 (see proration below)

**II. ELIGIBILITY:**

1. The referred employee (new hire or extern at time of promotion) must commit to standard hours (20-40 hours per week, see proration below).
2. Both staff members must be active URMC employees at SMH at the time of payment(s).

**III. PROCEDURE:**

1. Confirmation of referral (the name of the individual referring the applicant) will occur at the beginning of the application process.
2. Rehires must have been away from Strong Memorial Hospital, and affiliates, for at least 3 years or greater since previous employment at Strong Memorial Hospital.
3. New hire cannot be an active RN, LPN, ST, or RT from within the URMC affiliate system (HH, FF Thompson, St James, Jones, Noyes, UR Homecare)
4. The bonus will be charged to the hiring unit's operating budget.
5. New hire needs to maintain full or part-time hours based on the table below for the bonus to be applicable. The bonus will be prorated based on the standard hours of the new hire.
6. Payment schedule:

**Referral Bonus Breakdowns:**

Total Amount	40 / 36 hrs	32 hrs	28 hrs	24 hrs	20 hrs
	\$5,000	\$4,000	\$3,500	\$3,000	\$2,500
6 months (33%)	\$1,666	\$1,333	\$1,166	\$1,000	\$833
12 months (33%)	\$1,667	\$1,333	\$1,167	\$1,000	\$833
18 months (34%)	\$1,667	\$1,334	\$1,167	\$1,000	\$834

All appropriate income taxes will apply to bonus payments and will be paid in the referring employee's regular University paycheck.

\*Extern's referral qualifies once the new hire is promoted to RN/ST/RT. The payment schedule is 6 months, 12 months & 18 months from the date the Extern promotes to RN/ST/RT. Confirmation of the referral must be noted at the time of the Extern's application process.