



Crouse Health Applicant Referral Program

FREQUENTLY ASKED QUESTIONS

What is the Applicant Referral Program?

The Applicant Referral Program (ARP) is an opportunity to earn a bonus, help a friend or peer find a rewarding career and ensure that Crouse Health continues to employ highly qualified people who support and demonstrate our Mission, Vision, and Values. As an employee, you have inside knowledge about your profession and what it means to work at Crouse Health. The Applicant Referral Program is a way for Crouse to reward you for referring qualified employees and helping us fill open positions. This program is eligible to any current employee.

When does the Applicant Referral Program start?

February 1, 2006. Payout program revised on November 3, 2008. Revised January 2010, Revised July 2010. Reviewed 2017.

How much money do I receive for referring an employee? When will I receive the bonus?

Employees who refer applicants who are hired into a permanent position will receive a bonus of up to \$1000 after the applicant successfully completes his or her first year at Crouse. New hired employees need to remain permanent in order for the amount to be paid in full. The amount of the ARP bonus is based on the number of vouchered hours/FTEs the referred employee works: See Chart Below:

Status	Amount
Full Time (1.0)	\$1000.00
Part-Time w. FT Benefits (.9)	\$900.00
Part-Time (32 hr/wk, .8)	\$800.00
Part-Time (28 hr/wk, .7)	\$700.00
Part-Time (24 hr/wk, .6)	\$600.00
Part-Time (20 hr/wk, .5)	\$500.00
Part-Time (16 hr/wk, .4)	\$400.00
Part-Time (12 hr/wk, .3)	\$300.00
Part-Time (8hr/wk, .2)	\$200.00
Part-Time (4 hr/wk, .1)	\$100.00
Per Diem	\$200.00

How does Human Resources know if I refer someone?

At the time of application, the referred candidate must tell Human Resources that they have been “referred” by a Crouse employee and must indicate on his/her application that he/she was referred by a current full time, part time or per diem employee.

Do all positions at the hospital qualify for the applicant referral program?

Yes. Employees who refer a hired applicants into ANY open position qualify for ARP. Crouse Health believes EVERY employee and EVERY position in the hospital is important to meet our mission to provide the best in patient care and to promote community health.

Am I eligible for the Applicant Referral Program bonus if I refer someone previously employed at Crouse?

Yes. Previous employees who are interested in returning to Crouse Health and who have been gone for more than 365 days (1 year) can be referred for participation in the Applicant Referral Program.

If I resign before I earn my referral bonus, but the employee is still employed, do I still get the money?

No. Referral bonuses will not be paid to separated employees. Employees must be employed at Crouse Hospital at the time of referral and at the time of payment to receive the bonus.

What kind of referrals are NOT eligible for the Applicant Referral Program?

The following referrals are NOT eligible for the Applicant Referral Program:

- Pomeroy College of Nursing students at Crouse Hospital
- Former Crouse Hospital employees who have been gone less than 365 days (1 year)
- Present temporary staff (ie: Travel RNs) and past temporary staff gone less than 365 days (1 year)
- A candidate who has been contacted by Human Resources regarding employment during the 6 months preceding the referral.

Are all Crouse employees eligible for the ARP bonus if they refer a candidate?

No. The following Crouse Health employees are NOT eligible to receive an ARP bonus:

- Senior Management Staff
- Management Staff who refer an applicant to a department/unit within his/her scope of responsibility
- Human Resource Staff

Are Applicant Referral Bonuses taxable?

Yes. All ARP bonuses are considered compensation according to Federal tax guidelines, therefore, they are taxable.

Call Human Resources at 470-7521 for Details