



Albert Einstein College of Medicine

Employee Referral Program Policy

I. Purpose

The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current staff member who assists in identifying new talent to the Institution by referring applicants who are subsequently selected and successfully employed in a regular full/part time position.

II. Scope

This Policy applies to all Einstein employees.

III. Policy

A. Eligibility & Participation

Eligible positions are those open positions, identified by the Human Resources Department, which are posted on our [Albert Einstein College of Medicine careers website](#).

Overall, the program is aimed at enhancing Albert Einstein College of Medicine recruiting capabilities by increasing candidate selection pools, reducing cost-per-hire and boosting employee morale.

All employees are eligible to participate **except** for:

- Vice Presidents and Deans
- Human Resources employees
- Any individuals who would have a direct reporting relationship with the candidate

All eligible candidates must meet the following criteria in order for the employee to be eligible for a referral bonus:

- Cannot be a former employee, contract temporary help, agency employee or student employee
- Family members as defined by current nepotism guidelines

B. Procedures

Applicants must list the referring employee's name on:

- the employment application and/or
- applicant's cover letter

C. Policy

- When a regular full-time or part-time staff member recommends a qualified individual for an approved and posted opening, and the referral is hired, a referral bonus will be paid, in one installment, after the new employee has been on the payroll for 180 days.

- The Employee Referral Bonus amount for full time positions is \$1,000 for exempt positions and \$500 for non-exempt positions. Referral bonus for part time positions will be pro-rated accordingly.
- Referral bonuses are normally paid on the first full pay period after the qualification period has ended. Applicable taxes will be deducted.
- Both the employee who made the recommendation and the employee who was hired must be employed by Albert Einstein College of Medicine at the time the bonus payment is due. An employee who is on leave or temporary disability at the time the bonus payment is due will have any bonus payment deferred until the employee returns from the leave of absence.
- The hiring process will be fair and consistent with our policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
- No referral bonus will be awarded for a candidate if an agency or third-party fee is required for the hire.
- The HR Office will monitor the use of the Referral Bonus Program and will report annually to the Vice President for Human Resources and Title IX Coordinator of information on the use of the Referral Bonus Program.
- Human Resources will have final authority over all aspects of the Employee Referral Program.
- Any disputes arising from the application of this program will be the responsibility of Vice President for Human Resources and Title IX Coordinator.

Albert Einstein College of Medicine is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status.

The bonus amount and eligibility factors are subject to change based upon Albert Einstein College of Medicine business needs, as circumstances dictate.

We reserve the right to modify, amend or terminate this plan, at any time, for any reason.

IV. Definitions

None.

V. Effective Date

Effective as of: 16 November 2022

VI. Policy Management and Responsibilities

Einstein’s Human Resources department is the Responsible Office under this Policy. Einstein’s Associate Dean for Finance and Administration is the Responsible Executive, and Einstein’s Vice President for Human Resources and Title IX Coordinator is the Responsible Officer for the management of this policy.

VII. Approved (or Revised)


Responsible Executive _____ Date 11/17/22