



M-3220-T Rev. (04.23)



**RECRUIT FOR LOOT**  
AN EMPLOYEE REFERRAL  
BONUS PROGRAM



DOING WHAT'S BEST.®

## WHAT IS THE EMPLOYEE REFERRAL BONUS PROGRAM?

The Employee Referral Bonus Program encourages and rewards the contributions that our employees can make in the attraction and retention of our most important resources –our workforce.

### HOW DOES THE REFERRER RECEIVE THE BONUS PAYMENT?

A referral bonus is paid to the “referrer” as follows:

- One half paid after completion of six months employment.
- One half paid after completion of one year of employment.
- Referrals received will be paid based on hire date.

Bonuses will be paid at the end of the next full pay cycle following the completion of the eligibility period and are subject to bonus tax rates. Payments are subject to all normal payroll deductions.

### WHO IS ELIGIBLE TO APPLY FOR THE AVAILABLE POSITIONS?

Referred Candidates Must:

- Meet minimum requirements of the posted position.
- Have not been employed by a subsidiary of McLaren Health Care (MHC) within the past twelve (12) months.

### REFERRAL ELIGIBILITY:

- Referrals may be made by current MHC subsidiary employees.
- The referrer and the new hire must both be current employees at the time of each payment.

- The new hire must maintain eligibility status throughout the bonus period.
- Human Resources employees, leadership (supervisors and above) and physicians, either employed or with staff privileges, are not eligible for bonus payments.

### HOW DO I REFER A CANDIDATE?

Application Process:

1. The referrer identifies a candidate matching a full or part-time position currently eligible under the referral program.
2. Referrer must complete a Referral Request and turn it into the applicable Human Resources department while position is posted.
3. Referrals received after the posting is filled will not be considered.
4. Only one referral form is accepted per candidate. Bonuses will not be split under this program.
5. The Human Resources department will notify the referrer if the applicant is hired. Process for payment and delivery of check is explained to referrer at this time.

This is a discretionary program and is subject to change or cancellation at any time.

## RECRUIT FOR LOOT REFERRAL REWARDS

Detach and return to applicable Human Resources department. If you need more information, please call your HR department.

Referring Employee Name: \_\_\_\_\_

Subsidiary:

- |   |   |
|---|---|
| <input type="checkbox"/> McLaren Bay Region       | <input type="checkbox"/> McLaren Lake Orion                                 |
| <input type="checkbox"/> McLaren Caro Region      | <input type="checkbox"/> McLaren Lake Orion Nursing & Rehabilitation Center |
| <input type="checkbox"/> McLaren Central Michigan | <input type="checkbox"/> McLaren Macomb                                     |
| <input type="checkbox"/> McLaren Flint            | <input type="checkbox"/> McLaren Medical Group                              |
| <input type="checkbox"/> McLaren Greater Lansing  | <input type="checkbox"/> McLaren Northern Michigan                          |
| <input type="checkbox"/> McLaren Health Care      | <input type="checkbox"/> McLaren Northern Michigan                          |
| <input type="checkbox"/> McLaren Health Plan      | <input type="checkbox"/> McLaren Oakland                                    |
| <input type="checkbox"/> McLaren Homecare Group   | <input type="checkbox"/> McLaren Oakland                                    |
| <input type="checkbox"/> McLaren Lapeer Region    | <input type="checkbox"/> McLaren Thumb Region                               |
| <input type="checkbox"/> MDwise                   |   |

Contact Phone Number(s): \_\_\_\_\_

Date of Referral: \_\_\_\_\_

Candidate Name: \_\_\_\_\_

Subsidiary to Which You are Referring:

- |   |   |
|---|---|
| <input type="checkbox"/> McLaren Bay Region       | <input type="checkbox"/> McLaren Lake Orion                                 |
| <input type="checkbox"/> McLaren Caro Region      | <input type="checkbox"/> McLaren Lake Orion Nursing & Rehabilitation Center |
| <input type="checkbox"/> McLaren Central Michigan | <input type="checkbox"/> McLaren Macomb                                     |
| <input type="checkbox"/> McLaren Flint            | <input type="checkbox"/> McLaren Medical Group                              |
| <input type="checkbox"/> McLaren Greater Lansing  | <input type="checkbox"/> McLaren Northern Michigan                          |
| <input type="checkbox"/> McLaren Health Care      | <input type="checkbox"/> McLaren Northern Michigan                          |
| <input type="checkbox"/> McLaren Health Plan      | <input type="checkbox"/> McLaren Oakland                                    |
| <input type="checkbox"/> McLaren Homecare Group   | <input type="checkbox"/> McLaren Oakland                                    |
| <input type="checkbox"/> McLaren Lapeer Region    | <input type="checkbox"/> McLaren St. Luke's                                 |
| <input type="checkbox"/> MDwise                   | <input type="checkbox"/> McLaren Thumb Region                               |

Position: \_\_\_\_\_

#### For Human Resource Use Only

Date of Application: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Approved by: \_\_\_\_\_