



UW Health Referral Bonus Program Guidelines

The purpose of the UW Health Referral Bonus program is to aid in recruitment of positions that have current local workforce shortages. This program encourages UW Health employees to recruit friends, former colleagues, and other professionals to apply for open, posted positions.

This program only applies to certain positions and eligible positions will change based on applicant flow and vacancy rates. A current list of eligible positions is posted further down on this page. Short-term referral bonus promotions to generate applicant volume for additional titles may be used in addition to these titles.

If a referred candidate is hired, the referring employee will receive a monetary award as long as the hire and the referring employee are both employed at UW Health (UWMF or UWHC) at the time of the pay-out periods (after 30 days and after 6 months).

Definitions:

The term "Employee" refers to any individual on UWMF's or UWHC's payroll.

Procedure:

1. Eligibility

- a. Referral Eligibility: Any UW Health employee (on UWHC's or UWMF's payroll) may make a referral. Human Resources staff and management (Supervisors, Managers, Directors, Physician leaders and Executive level employees) are not eligible for a referral bonus for any UW Health position, regardless of department or location. In addition, staff who attend/participate in UW Health sponsored recruitment activities/events are not eligible for a referral bonus.
- b. Current employees, temporary employees, contract staff (staffing agency, independent contractors, or consultants), interns, past UW Health employees, current Northern Illinois employees and students/workers that rotate through UW Health as part of their schooling within past year cannot be referred for the award money.
- c. The offer for a referred employee must occur within 6 months of the initial referral date. Exceptions to this timeline may be granted on a case-by-case basis with the approval of the Director, Talent Acquisition, who will consider all factual circumstances in granting exceptions.
- d. To be eligible for an award, the employee making the referral must fill out a Referral Form via Service Now on U-Connect within 30 days of the applicant submitting an application for the job. In addition, the referred candidate must identify the employee who referred them at time UW Health Talent Acquisition staff inquires during the recruitment process.

2. Recruitment and Selection Process

- a. Only candidates who meet the minimum qualifications for the position will be considered
- b. The referred candidate will be subject to the same hiring process and criteria as other candidates. All information regarding the hiring decision will remain strictly confidential.



UW Health Referral Bonus Program Guidelines

3. Award Payment Process

- a. All referral award payments will be paid in two increments based on the new employee's hire date.
 - i. The referral bonus amount will be pro-rated based on the new hire's FTE.
 - ii. The first payment will be one half of the total award payment and will be paid after 30 days.
 - iii. The second payment (the remaining half) will be paid once the employee completes 6 months of successful employment after the new employee's hire date.
 - iv. All referral bonus dollars will be reported to the referring employee via payroll as taxable income per IRS guidelines.
- b. Both the newly hired employee and the referring employee must be employed by UWMF or UWHC at the point of the payout (30 days and 6 months) for the referring employee to receive the award payment. Likewise, if the newly hired employee leaves prior to 30 days or 6 months, the referring employee does not receive the award payment.
- c. Any disputes or interpretations of the program will be handled through Human Resources.
- d. UW Health reserves the right to discontinue or modify this program at any time.
- e. Positions eligible for referral bonus and bonus amounts may be modified at any time and will be routinely reviewed every six months.