

Employee Referral Program

Springpoint

Springpoint is always looking for good people, and we need your help. If you know someone who would be a good addition to Springpoint Senior Living, you may be awarded a referral bonus if you refer a candidate and he or she is hired.

Springpoint will pay referral awards to employees who refer a candidate who is subsequently hired and remains actively employed by Springpoint Living for 6 months.

Who is eligible to participate?

All Springpoint employees, except those at Assistant Director Level and above, Human Resources/ Recruitment personnel and managers with hiring authority over the referred candidates, are eligible for the referral bonus.

They must adhere to all the Employee referral guidelines to receive the \$1,500 bonus.

Referral award amounts:

Eligible employees who refer a candidate who is selected to fill a position within Springpoint will receive the following:

- \$500 after one month of continuous service
- \$1,000 at the end of 6 months continuous service

Newly hired per diem referrals must work the specified minimum number of required hours for referral eligibility. Referral bonus must be approved by the Executive Director or Designee.

The award will be considered taxable income and will be reflected on the employees' W-2 forms.

Referral Guidelines

Employees must refer candidates to Human Resources



by using the candidate referral form, and adhering to the guidelines below:

- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 90 days of the initial referral date.
- The referral must represent the candidate's first contact with Springpoint.
- Temporary, summer, contract and former employees of Springpoint are not eligible candidates for the referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form and a resume or employment application with their name on the application.
- The referring employee to refer a candidate will be the only referring employee eligible for payment.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Springpoint to receive the bonus.
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.