

Department Policy and Procedure Manual

Subject: Employee Referral Program  
Scope: Organization-Wide

Effective Date: 9/1/2007  
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**I. Purpose**

The purpose of this document is to define the policy and procedures for the Employee Referral Program for Children's Hospital of Chicago Medical Center.

**II. Policy Statements**

- A. All hospital employees are eligible to participate in the Lurie Children's Employee Referral Program. Only non-employee, external candidates can be considered.
- B. Exceptions to the referral award payment include:
  - Human Resources
  - Chiefs
  - Vice Presidents
  - Executive Directors Sr. Directors
  - Physicians
  - Temporary and PRN employees
- C. Clinical Instructors and members of the leadership team can make referrals. However, they are not eligible to receive a referral award for any employee working in positions under their direction, including students, or in their business area and unit.

**III. Procedures**

- A. Any employee referring a person who is hired for a position regardless of FTE status will be awarded. An employee referring a person for an open position posted on our career site ([careers.luriechildrens.org](http://careers.luriechildrens.org)) will receive an award of \$500 (subject to taxes) paid out 90 days following a new hire's start date.
- B. "High Demand" jobs referral award amount is \$2,500 (subject to taxes) with \$1,250 paid out the 30 days following a new hire's start date and the remaining \$1,250 paid after six months of employment.
- C. "High Demand" jobs are determined based on current shortages in the labor market and will be subject to change as these conditions change.

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D. Examples of “High Demand” jobs can include:

- Experienced Registered Nurse
- Advanced Practice Nurse/Physician Assistant/Neonatal Nurse Practitioner/Certified Registered Nurse Anesthetist
- Critical high vacancy roles in Respiratory Therapy and Medical Imaging
- Areas of high vacancy in difficult to recruit positions.

E. Both employees must be actively employed by the hospital in order to receive the award payout.

F. Employees referring a person hired into a program is not eligible for a referral award. Examples: (Student Nurse Program, Residency Program, Interns, Student Nurse Assistant).

G. There are two ways to enter a referral:

1. The employee referring a person must follow the Workday “Refer a Candidate” process to add the referral to the open position. Instruction for the process can be found in the Common Favorites folder on your desktop ([uPerform \(ancileuperform.com\)](http://uPerform.ancileuperform.com)).
2. When the candidate is applying, they must provide the Lurie Children’s employees’ full name in the application. In the application the candidate will be asked “How did you hear about us?”, in the dropdown menu they need to select “Employee Referral”, they will be provided an additional text box where they will enter the employees’ full name or Lurie Children’s email address.

**These steps must be completed in order to secure a referral award.**

H. Both the referring employee and the referred employee must still be working at the hospital the time the referral award is due.

1. Referral awards are only for external applicants and will not be given for internal transfers.
2. Referral awards will not be given for rehires (within one calendar year of leaving).

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- I. In the event more than one employee is listed on the application, a review will be completed to determine which employee submitted it first.
- J. A 1-year statute of limitation will be in place for following up on an unpaid referral.
- K. Any unpaid referral awards need to be reported to HR within the referred employees' first 6 months of employment.

The hospital reserves the right to modify or discontinue the Employee Referral program at any time.

Date Written: 9/1/2007

Date Reviewed/Revised: 1/21/2009; 7/1/2011; 10/1/2014; 8/11/2022; 12/03/2022

Date of Approvals:

COMMITTEE	DATE
Hospital Operations Committee:	7/13/2011
Administrative Policy & Procedure Committee	03/11/2011, 01/20/2023

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