

ASSOCIATE REFERRAL INCENTIVE

Effective June 28, 1999

Revised 2/1/10

Indiana Hand To Shoulder Center will pay a referral incentive to those associates who refer an individual to the practice for employment and the individual is subsequently hired in a 20+ hour position (open positions less than 20 hours/week are not eligible for this incentive). Open positions that are temporary or PRN are not eligible for this incentive.

A supervisor/manager will not receive an incentive for individuals who report directly to them.

One-half of the incentive will be paid once the new associate begins employment and one-half will be paid after the new associate has been employed by the practice for six months. (If the associate leaves the practice for any reason prior to their six-month anniversary, the second installment will NOT be paid).

The candidate must be identified by the referring associate to Human Resources, **PRIOR** to the interview, to be eligible for the incentive.

The referring associate must be employed by Indiana Hand To Shoulder Center at the time payment is due to be eligible for the incentive.

The attached form must be completed and submitted to Human Resources **PRIOR** to the first interview.

The current referral incentive is \$500.00
 \$250.00 to be paid upon employment
 \$250.00 to be paid after six months

ASSOCIATE REFERRAL FORM

TO: Human Resources

RE: Potential Candidate for Employment

I would like to refer _____ to Indiana Hand To
(Candidate's Name)

Shoulder Center for possible employment. I understand if this person is hired, I will be eligible for \$250.00 and if the individual remains employed by Indiana Hand To Shoulder Center for a minimum of six months, I will receive an additional \$250.00. Submission of this name does not guarantee employment of the individual.

Positions this individual may be interested in include

_____, _____ or
_____. (Please include a resumé if possible.)

I understand this form must be submitted prior to the individuals first interview with Indiana Hand To Shoulder Center. I further understand that in order to be eligible for this incentive, that the applicant I am referring must be for a regular position (not temporary or PRN) and that the position is for 20 or more hours per week.

(Signature) Submitted By

Date

revised 2/1/10