



NCAPHA Employee Referral Plan

1. PURPOSE

To provide employees with an incentive for the referral of qualified skilled personnel to fill **current** employment openings.

2. ELIGIBILITY

All active NCAPHA employees are eligible to participate and receive an Employee Referral Award for the successful hire of qualified personnel. All employees are eligible *except the* NCAPHA Executive Staff.

Regular Employee Referral Award	\$500
Hard to Fill Positions Referral Award*	\$750

**Some positions may be designated as difficult to fill or a critical business need by the business unit or HR Director and subject to a \$750 referral fee.*

3. PAYMENT

The referral award shall be paid in one installment after the employee hired completes 90 consecutive days of employment. Both the referring and the hired employee must be on the payroll to receive the award. The award will be paid during a normal payroll cycle of the referring employee. Awards will be processed as gross pay, subject to the normal tax deductions/withholdings.

4. PROCESS

- Go to: www.ncapha.org
- Click on Employment Center
 - ✓ From the drop-down menu, select [Employee Referrals](#)
- Enter your name and email address
- Enter the first and last name of the applicant you're referring.
 - ✓ If you have their email address, please enter it in the space provided.
- Enter the position that you're referring the candidate to.
- Hit the Submit button.

Please be sure that the referred applicant enters your name as the referral.

We encourage you to check our open positions and consider your social networks and external networks as potential resources for referred candidates.

Please keep in mind that the rewards are subject to taxation.

5. QUESTIONS

All questions regarding this program should be directed to: info@ncapha.org.

The Employee Referral Award Program is subject to change at the discretion of the Executive Staff Management Team.

We may change our referral bonus program over time to add more interesting incentives or add additional eligible participants. We also reserve the right to abolish certain rewards if they prove ineffective or inefficient. We'll communicate any changes clearly and timely. Employees who referred candidates before a reward was abolished will still receive the appropriate reward.

We'd like to remind our employees that we are an equal opportunity employer and do not discriminate against protected characteristics. Our referred candidates may take precedence in the hiring process. We guarantee that all candidates will be given the same consideration and will pass through our established procedures.