



**South Cove Community Health Center
New Hire Referral Bonus Guidelines**

The following steps must be completed in order for any staff member to qualify for South Cove's referral policy bonus:

1. The new hire must include your (the referring staff) name on their employment application. Please make sure they use your legal name (i.e. the name that is used on your paycheck).
 - a. This should be done in the "How did you become aware of the position(s) for which you are applying?" section found on page 2 of the employment application.
2. The new hire must complete a 90-day probation period.
3. You must still be actively employed at South Cove at the time the 90-day probation period is completed.

Once the new hire has completed their 90-day probation period, a referral bonus of \$200.00 will be processed for the first pay-date immediately following the completion of the probation period.

This policy is subject to change and/or termination without notice. Please contact the HR department for any updates or if you have any questions or concerns regarding this policy.