



# Refer a Friend!

## Full details about our new Employee Referral Program

### Purpose

We are always looking to grow our teams with talented people — and to help do that, we have found that employee referrals are one of our best recruitment tools. The purpose of our Employee Referral Program is to provide incentives to current employees for each candidate referred and hired into an eligible position.

### Eligibility and Participation

All EmpowerMe Wellness and EverSpring Pharmacy employees are eligible to participate in the Employee Referral Program, except:

- ADO-level and above
- Talent acquisition personnel
- Human Resources staff
- Those with hiring authority or involvement in the hiring process for the candidate who is being referred (hiring managers)

### Eligible Positions

Referral bonuses are only offered for full-time and part-time field team therapy positions.

### The Referral Process

Employees can refer a friend in several ways:

- Through [careers.empowerme.com](https://careers.empowerme.com), which can be accessed through the websites for EmpowerMe Wellness or EverSpring Pharmacy.
  - On any job listing, employees can click the “Refer A Friend” button.
  - Candidates may also name an employee as a referral source while applying online.
- By sending the candidate’s contact information directly to [recruiting@empowerme.com](mailto:recruiting@empowerme.com).

Job candidates can also name an employee as a referral source when applying for a position through our online [careers portal](#).

- To receive credit for a referral, the employee must be identified by the candidate on their application or to the recruiter upon initial introduction.

To receive credit for a referral, the referring employee's name must be identified by the candidate on their application or conveyed to the recruiter during initial introduction. The first employee to refer a candidate will be eligible for the referral bonus. All referred candidates will be evaluated for employment per company policies, and the hiring decision will remain confidential.

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## Referral Bonus Amounts and Payment Schedules

### Employee referral bonus amounts

- Full-time therapist: \$1,000
- Part-time therapist: \$500

### Payment Schedule

Referral bonuses are paid in two payments as follows:

- The first payment is 50% of the total bonus amount, which is paid after the candidate has been employed for 30 days.
- The second payment is 50% of the total bonus amount, which is paid after the candidate has been employed for 6 months.

	<b>Total Bonus</b>	First Payment	Second Payment
Full-Time Referral	<b>\$1,000</b>	\$500	\$500
Part-Time Referral	<b>\$500</b>	\$250	\$250

The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.

### Stipulations

- If the referred candidate's job work status changes from full-time and/or part-time to a PRN status within six months of being hired, the referring employee will no longer be eligible for any remaining bonus payments.
- There will be no change to the referral bonus amount if a referred candidate is hired for a full-time position, but changes to part-time after hire.
- The referring employee must still be employed by EmpowerMe and not be within a resignation period to receive a referral bonus payment.

*EmpowerMe Wellness retains discretion to suspend, alter, amend, or cancel this referral bonus program at any time with or without notice.*

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