



Nursing Structure Standards

Duke University Health System

Title: **NURSE REFERRAL PROGRAM**

Category: Personnel and Staffing

Issued by: DUHS Recruitment and Retention Committee

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Entity(ies): DUHS

DRH

DHCH

PDC

DUH

DRAH

DUAP

DUSON

Definitions:

PURPOSE

To establish guidelines for Duke University Health System (DUHS) and Duke University employees who refer a nurse to Nurse Recruitment for a DUHS (acute care facility) position.

PROCEDURE

- A. The referring employee, a regular employee currently on payroll must submit a completed form **prior to the date that the position was offered to the applicant, i.e. the date on the applicant's hire letter**. Referral incentive pay **will not be paid** to the referring employee if it is received after the date of the applicant's hire letter.
- B. An applicant is defined as a qualified individual **NOT** currently employed by, or on payroll of, DUHS or its subsidiaries in **any capacity**. The applicant must be hired into an approved full-time position ($\geq .75$ FTE). Travelers and per diem employees working through any vendor at any DUHS entity cannot be referred.
- C. Employees who resign from Duke will not be eligible "referral applicants" for a period of one (1) year after termination from the payroll system.
- D. Participants of the DUHS Professional Nurse Assistant (PNA) program cannot be referred to work as an RN.
- E. Eligible recipients (whose referral is hired) will receive the incentive award in two (2) parts:
 - a. **1st payable (50%) after the successful completion of the new employee's 90-day probationary period**
 - b. **2nd payable (50%) after the completion of the new employee's twelve (12) months of continuous employment.**
 - c. Paperwork for payment will be processed only **after** each of these 2 timeframes has been met and verification of employment has been completed.
 - d. Paperwork for payment will be processed by the new employee's home entity.

- F. This payment will be part of employee's regular paycheck. It is subject to all applicable state, federal, and FICA taxes (which will be deducted) and will be reported as part of the employee's yearly earned income.
- G. In the case of a duplicate referral, the incentive bonus will be awarded on the basis of the date of the first completed form received in the Nurse Recruitment office. If both forms are received in the same day, incentive pay will be split equally among those referring the candidate.
- H. In the event the recipient (or newly hired referral) terminates employment from DUHS prior to the referral's completion of the payment timeframes listed above, the recipient will forfeit remaining incentive pay.
- I. In the event the recipient or newly hired referral goes on Personal Leave, the referring employee will not be eligible to receive any remaining payments.
- J. The Nurse Referral Program may be changed and/or discontinued at any time. Eligible positions and award amounts are subject to change according to urgent staffing needs.
- K. The receiving hospital where the referred nurse is hired will pay the referral bonus.
- L. The following are **NOT** eligible to participate (refer a nurse) in this program:
 - a. Administrators, Human Resources staff, managers and supervisors directly and indirectly responsible for hiring the referred candidate(s)
 - b. Union employees
 - c. Instructors and/or guests of any classroom or recruiting event at any School of Nursing or nursing job fair/career day/conference/etc.