

## Employee Referral Program | Program FAQ

### What positions are eligible?

- Effective 6/1/22, ALL positions except Nurse Resident positions are eligible for an employee referral incentive.

### Who is eligible to participate?

- All employees are eligible for the referral bonus, with the exception of: HR personnel, temporary employees, executives, hiring supervisor and the manager and/or director working in the same reporting structure of the new hire.
- Supervisors, managers and/or directors who refer candidates to another department/area are eligible for a referral bonus.

### When will I receive the bonus?

- The referral bonus will be made in one payment in a regular payroll cycle within 30 days of the employee's hire date.

### What if either the referred employee or I leave Palomar Health before all the payments are made?

- Both the referred and referring employees must be active employees at the time of any payment.

### What if either employee goes on a Leave of Absence?

- If the referring employee is on LOA at the time of any payment, payment would be made upon the employee's return. If the employee does not return, the payment will be forfeited.

### How is the bonus taxed?

- Because this is a bonus, it will be taxed at the IRS tax rate for unearned income.

### What if the referred employee doesn't put my name on his/her application or puts more than one name?

- Your name must be listed on the application. Only one name can be listed to be eligible.

### Can I get a bonus for referring a part time or per diem Employee?

- Yes. All statuses are eligible.

### Can I receive a bonus for a referral who has previously worked at Palomar Health?

- Yes, as long as the referral has been separated from Palomar Health for more than six months.

### Are there any positions that do not qualify for a bonus?

- Yes, Nurse Residents are the only positions exempt from the program.

### What are the bonus amounts?

Registered Nurse	Clinical Support	All Other Positions
<ul style="list-style-type: none"> <li>• Full Time = \$10,000</li> <li>• Part Time = \$5,000</li> <li>• Per Diem = \$2,500</li> </ul>	<ul style="list-style-type: none"> <li>• Full Time = \$5,000</li> <li>• Part Time = \$2,500</li> <li>• Per Diem = \$1,000</li> </ul>	<ul style="list-style-type: none"> <li>• Full Time = \$1,000</li> <li>• Part Time = \$500</li> <li>• Per Diem = \$250</li> </ul>