



COMPASSIONATE CHRISTIAN CARE FOR ALL



To: All Menno Place Employees
Subject: Referral Incentive Program

EMPLOYEE REFERRAL PILOT PROGRAM

Menno Place is pleased to announce the establishment of a referral incentive pilot program designed to encourage employees to recommend applicants for difficult-to-fill and in-demand positions. This program applies to LPN and RN applicants only.

The pilot program takes effect immediately, and will be applied as follows.

If an employee refers an applicant for a full-time or part-time position and that applicant is subsequently hired, the referring employee will receive an award of \$500 **after** the new employee satisfactorily completes 90 days of continuous employment. Similarly, an award of \$500 will be paid for referral of a casual licensed practical nurse (LPN) or casual registered nurse (RN) **after** the nurse completes 112.5 hours of work within a 6-month continuous period. In each case, the referred employees will also receive a referred incentive of \$250 upon satisfaction of program conditions. To be eligible for the award, you must be employed at Menno Place at the time the referred employee completes the required 90 day or 112.5-hour period, according to the referred position type. All cash awards will be made through payroll and will be subject to applicable tax withholding.

All employees may participate in the program, except members of the Executive Leadership Team, excluded managers and Human Resources/Staffing Team employees. All Menno Place hiring practices apply, including applicant screening, reference, and Vulnerable Sector checks. The final determination of eligibility in each case will be made by Human Resources.

All participants must complete and submit a referral award form prior to the referred person's starting date. The form can be found in the How To menu at the top of mennoplacestaff.com. Printed and completed forms can be dropped off at the HR offices.

The pilot program's efficacy will be reviewed every 6 months.