



## Employee Referral Program

**Referral Bonus:** Receive a **\$1,000** bonus for referring qualified candidates who successfully join our team.

**Program Overview:** PathWell employees are one of the greatest resources for finding new talent. Referrals help us bring in excellent contributors to our team. If you know someone who would be a great fit, refer them, and you may be eligible for a referral bonus of \$1,000.

### Eligibility and Program Rules:

#### 1. Referral Eligibility:

- The referred employee must be hired and remain employed for at least six months as a full-time employee or meet equivalent engagement requirements if on an alternative employment structure (such as per-visit or per-diem).

#### 2. Payment Structure:

- Referral bonuses for full-time employees are paid in two installments:
  - **First Installment:** After the referred employee completes their 90-day probationary period.
  - **Second Installment:** After the referred employee completes six months of employment.
- Referral bonuses for alternative employment structure hires are paid after 500 visits have been completed.
- Standard payroll deductions apply to referral bonus payments.

#### 3. Requirements for Referring Employees:

- The referring employee must be actively employed to receive bonus payments.
- Referrals must be submitted to Human Resources through the designated referral submission process.

#### 4. Additional Guidelines:

- The referred candidate must start work within 60 days of the initial referral.
- The referral must represent the candidate's first contact with the company; former employees or temporary staff are not eligible for referral awards.
- Only the first employee to refer a candidate is eligible for the bonus.
- The referring employee agrees to have their name used when the candidate is contacted.

#### 5. Program Administration:

- Human Resources will manage program interpretations, decisions, and any disputes.
- All hiring decisions are confidential.

**Note:** This program may be subject to updates or renewal. Contact Human Resources for the most current program details.