

Refer a Friend and Welcome Payments - Guidelines

1. Purpose

In line with our Trust value to work positively together and to promote our Trust, taking pride of who we are and what we as a Trust do, we wish to recognise and reward employees who successfully refer a friend to work for the Trust and those joining us in hard to fill roles.

These recommended friends/individuals will not be current employees, or employees who have left the Trust in the past 12 months and the vacancy they are referred for will be for any Registered Nurse, Band 6 Midwives, Registered Allied Health Professions, Registered Healthcare Scientists, Hard to fill Estates & Maintenance and IT posts & Doctors at ST1/CT1 Level or above, permanent (full time or part time) positions advertised on by the Trust through NHS Jobs. The referral fee and introduction fees (mentioned at point 3.7 & 3.13 below) will be adjusted on a pro-rata basis for part time introductions.

The purpose of this scheme is to help support the Trust's retention and recruitment strategy by ensuring that recruitment costs are kept to a minimum by encouraging staff to refer friends/individuals directly to the Trust rather than applying via agencies. Also so that high calibre applicants are recruited and retained. It is also hoped the scheme will help to reduce agency spend by encouraging existing employees to 'refer a friend' to existing vacancies.

2. Scope

2.1 All employees of the Trust and FSS workers at the time payment is due (see section 4.7 of Frequently Asked Questions - "What payment will I receive and when") may refer someone under the rules of the scheme with the exception of:

- Those directly involved in the recruiting process
- Any member of Recruitment Services / members of Flexible Staffing Services.

3. Welcome Payments

3.1 A payment of £1000 will be paid to new registered or newly qualified Band 5 or Band 6 Midwives who receive a conditional offer of employment with the Trust on or after 13th December 2021 and Theatre Practitioners and ODP's from the 17th May 2022.

3.2 The payment will be made in two instalments, £500 to be paid on commencement of employment and £500 after 12 months service.

- 3.3** The first payment will normally be made in the employees first pay, however will depend on start dates and payroll shut down dates, where this is not possible payment will be paid in the employees second month of employment.
- 3.4** If the employee leaves prior to completing six months continuous service with the Trust s/he will be require to repay this first payment in his/her final salary.
- 3.5** To be eligible to receive the second payment the employee must remain in employment of the Trust for a continuous period of twelve months. Subject to the payroll processing timetable the payment will be made in the first payday following twelve months service.
- 3.6** If the employee leaves within between 12 and 24 months of continuous service with the Trust s/he will be require to repay the second payment in his/her final salary.
- 3.7** The Resourcing Team will be responsible for processing amendment forms to payroll
- 4. Rules of the Employee Referral Scheme**
- 4.1** Candidates proposed must be personal contacts of the referring employee.
- 4.2** The Refer a Friend Scheme includes all permanent, full time and part time Registered Nurses, Band 6 Midwives, Registered AHPs, Registered Healthcare Scientists, Hard to fill Estates & Maintenance and IT posts, & Doctors at ST1/CT1 Level or above vacancies advertised by this Trust through the Trusts external recruitment website or our NHS Jobs page.
- 4.3** When the candidate applies online via the website they must state the name of the referring employee on the application form. Payment will not be made if the name of the referee is not mentioned within the application. Please note the name of the referring employee will not be displayed to the appointing panel; it will be retained by Recruitment Services.
- 4.4** Referrers must not sit on the appointing panel. Referrers who are involved in recruitment must submit a declaration of interest to the Trusts Company Secretary and must not have any part in the recruitment process of the candidate including shortlisting interviewing or appointing. Any concerns regarding the recruitment process or referrers failing to disclose and interest will be reported to the Local Counter Fraud Specialist, the Director of Finance or the NHS Counter Fraud Authority. Further details on who to contact can be found in the Trust's Anti-Fraud and Bribery Policy.
- 4.5** The Trust employee must complete a Refer a Friend Scheme Application Form and send this directly to the Resourcing Team, Hinchingsbrooke Hospital, Hinchingsbrooke Park, Huntingdon, Cambs, PE29 6NT or scan an electronic copy to nwangliaft.resourcing@nhs.net to confirm they have referred a

candidate for a position. The Resourcing Team will acknowledge receipt of this form by email.

- 4.6** The candidate would need to have applied direct to the Trust and not via a recruitment agency or any other source.
- 4.7** The referring employee will receive £650 gross for each applicant successfully appointed into a permanent position. This payment will be issued through Payroll, taxed at the appropriate level and subject to pension deductions.
- 4.8** The referring employee must be on the current payroll when the employee is appointed and when the referral payments are due.
- 4.9** An initial £500 (gross) will be paid via Payroll following the new starter's commencement and the remaining £150 (gross) will be paid on completion of the referred employee's first 12 months service.
- 4.10** Payments will not be made for referrals for student placements or other temporary / contract / bank appointments.
- 4.11** Only one referral fee will be paid for each applicant who is appointed. Therefore, whoever the candidate names as the referring employee will qualify for the payment if the other terms of the scheme are adhered to.
- 4.12** If a candidate is appointed, the referring employee will be informed once the employee has received their unconditional offer by the Resourcing Team who will confirm when the first payment can be made. No other discussions will be entered into with the referring employee.
- 4.13** In addition the candidate who is referred also receives £100.00 (gross) incentive fee to join the Trust, payable in month two of employment with the Trust.
- 4.14** There is no limit to the number of applicants an employee can refer. The employee referring does not need to be a nurse.
- 4.15** This is a discretionary scheme the rules of which may be changed or withdrawn if deemed appropriate.

Frequently Asked Questions

What is an Employee Referral scheme?

It is a way of rewarding employees who successfully recommend individuals for all Registered Nurses, Band 6 Midwives, Registered AHP's Registered Healthcare Scientist, Hard to fill Estates and Maintenance and IT posts and Doctors at ST1/CT1 Level or above vacancies advertised by this Trust through the Trusts external recruitment website or our NHS Jobs page.

Why has the Trust decided to introduce this scheme?

In the current highly competitive recruitment market it is crucial recruitment costs are kept to a minimum; that high calibre applicants are recruited and the retention of employees is given a high priority.

Individuals working for the Trust are by far best positioned to tell others what it is truly like to work the Trust and so create a realistic expectation for potential applicants which enhances the likelihood of their staying in the role.

What positions are we including for referral in this scheme?

This scheme includes all Registered Nurses, Band 6 Midwives, Registered AHP's Registered Healthcare Scientist, Hard to fill Estates and Maintenance and IT posts and Doctors at ST1/CT1 Level or above permanent (either full or part time) positions advertised by this Trust through the Trusts external recruitment website or our NHS Jobs page.

The referral scheme does not apply to:

- Referral of internal employees and Bank/Flexible Staffing Service workers
- Bank to permanent positions
- Employees who have left for the reason of compulsory redundancy who must not return to work anywhere in the Trust within 4 weeks of leaving
- Employees who have left for the reason of voluntary redundancy who must not return to work anywhere in the Trust within one year of leaving
- Any previous employee (retired or returners within 12 months)
- Agency temps, contractors or consultants working at the Trust at the time the vacancy is advertised.

Are there any limitations on who can refer candidates?

All employees of the Trust may refer someone under the rules of the scheme; however, the following employees do not qualify to receive a payment under the Employee Referral Scheme:

- Those directly involved in the recruiting process
- Any member of the Resourcing Team /Flexible Staffing Service

What is the process for referring staff?

In order to qualify, the referring employee must ask the candidate to confirm who is referring them on the application form. The employee must also complete an Employee Referral Application form and email this to the Resourcing Team. The candidate must have applied direct to the Trust and not via any other source. The Referral Application form cannot be filled in retrospectively.

Once I have referred someone how will I be kept updated on their application?

The information given will be an acknowledgement of receipt of the referring employee's form. If the candidate referred is appointed, The Resourcing Team will confirm when the first payment is likely to be made, this will be after the nurse referred has commenced work with the Trust. No other discussions will be entered

into about the candidate with the referring employee.

What payment will I receive and when?

The referring employee will receive total a payment of £650 gross for every successful placement which will be:

- Liable for tax and national insurance deductions
- Paid in two parts. £500 will be paid after the successful candidate has commenced in role and the remaining £150 will be paid upon successful completion of the candidate's first 12 months service
- Subject to the referring employee being on The Trust payroll at the date payment is due.

What happens if two people refer the same candidate?

The rules of the scheme ask that the candidate being referred indicates the name of the employee referring them on their application form and that the employee also completes an Employee Referral Application Form indicating the name of the applicant and the title of position for which they are applying. Therefore, a situation of a double referral should not happen. However, if this were to happen the successful candidate would be asked who referred them and the payment would be made to that person subject to the other rules of the scheme being adhered to.

Only one referral payment will be made for each applicant appointed.

Is there a limit to the number of referrals I can make?

No. there is no limit to the number of referrals that an employee can make.

Refer a Friend Scheme - Claim Form

Applications can only be processed on completion of this form. You must obtain permission from the person you are referring prior to the referral. You should ask the applicant to make their formal application through the Trust's external website or NHS Jobs.

Part A – to be completed by employee making the claim		
Full Name Job Title		ESR Assignment (payroll) number
Ward/ Department		
email address		
Details of candidate being referred		
Full Name Job Title & Band		Date of Interview
Ward/ Department		
email address		
Employee Declaration		
I confirm that I introduced the above prospective employee to the Trust and wish to claim my introduction bonus of £650. I have read the Trust's Refer a Friend Scheme guidelines and understand the conditions and eligibility criteria that must be met in order to receive payment(s) under the Scheme. I further understand that if I have fraudulently claimed under this Scheme disciplinary action may be taken against me up to and including dismissal		
Signed:		Date:
Part B – to be completed by the Resourcing Team		
Date Referred Employee Starts		
Assignment Number		
Cost Centre to be charged		
Signed:	Date:	