**Employee Referral Bonus Program**

**Effective February 1, 2025**

**Purpose**

To provide current employees with a monetary incentive for recommending qualified candidates for available open positions within the Alaska Native Tribal Health Consortium (ANTHC).

**Employee/Referral Eligibility**

This program policy applies to new direct hires who have been employed for a minimum of six (6) months. To be eligible for an award, the referring employee’s name must be documented in the “source” field on the employment application submitted by the candidate with the referring employee’s proper name. Referrals submitted via social media, email and/or other channels are not eligible. Only one employee can be the referrer.

All Physician referrals must be documented and submitted by the employee on the “Employee Referral Form”. An employee can submit the employee referral form without an application received from the referred, however the “Employee Referral Form” must be received no earlier than 90 days before the application is submitted, referral is hired, and no later than the referral’s date of hire.

Referred candidates will be evaluated for employment consistent with ANTHC’s standards and must meet the minimum qualifications of the open and regular full time/part time position for which they have applied. All information regarding the hiring process will remain strictly Confidential.

Candidates presently employed by ANTHC or part of ANTHC's workforce within the previous year are not eligible.

The following situations are not eligible for the referral bonus:

* Candidate is already active in the interview process
* Candidate works at ANTHC as a temporary or contracted employee
* Candidate does not meet the minimum qualifications for the position

**ANTHC Code of Conduct**

Employees must familiarize themselves with the Nepotism Policy to avoid potential conflicts of interest due to family relationships between members or potential members of the workforce, promote a respectful work environment and uphold fairness in the workplace.

No one may hold a job or be hired into a job that results in one immediate family member being in another’s chain of command or whose terms or conditions of employment he or she may influence. Immediate family members include spouse, parent, son or daughter, sister or brother, grandparent or grandchild or domestic partner.

Human Resources employees and any executive, director, manager, supervisor or a position of delegated authority to influence conditions of employment, schedules and assignments for the referral are not eligible for the Employee Referral Bonus Program.

**Payment**

After the referred candidate successfully completes six months of service, except Physician referrals, the referring employee will receive the applicable referral bonus. The referring employee of a referred Physician will receive the applicable bonus after the referred Physician completes one year of service. Both the referring employee and the referred candidate must remain employed during the stated timeframe to receive the bonus. If either referring employee or referred candidate terminates at any time during the stated timeframe, the referring employee forfeits eligibility of the bonus payment.

Referral bonuses are considered income and will be subject to applicable taxes.

**Policy**

ANTHC has established a market-based, tiered bonus program to award eligible referring employees. The bonus tiers are based on the job level of the position the referred candidate is hired for.

**Tier I Positions - $600**

Positions specific to ANMC:

* Administrative (Specialists, Representatives, Coordinators)
* Facilities & Operational Support
* Hospitality & Travel
* Supply Technicians
* Examples: Assistant Case Managers, Office Specialists, Billing Specialists, Program Support, Medical Clerks, Security, Customer Experience, Travel and Patient Housing roles.

Positions specific to Finance:

* Medical Billing Specialist
* Grants Specialist

Positions specific to DEHE:

* Administrative (Specialists, Associates, Coordinators)
* Construction Buyers
* Utility Operations Specialists
* Technicians (Construction Materials Tech, Remote Monitoring)

**Tier II Positions - $1,500**

Positions specific to ANMC:

* Certified Medical Assistants
* Certified Nursing Assistants, Patient Care Technicians, Patient Observers
* Professional
* Ancillary Clinical
* Examples: CMAs, CNAs, PCTs, POs, ED Techs, PT Assistant & Tech, Lab Assistant, Phlebotomist roles

Positions specific to Finance:

* Grants Accountant
* Grant Writer

Positions specific to DEHE:

* CAD positions
* Engineering Technician
* Environmental Specialist
* Project/Program Manager
* Contract Officer
* Writers (Grant, Technical)

**Tier III Positions - $2,000**

Positions specific to ANMC:

* Technical Clinical (Technicians & Technologists)
* Clinical Professional
* Examples: Most Technicians, Technologists, Leads, Laboratory Scientists, Sonographers, Pharmacists, Specialists, Pathologists, Therapists
* Journeyman (HVAC, Carpentry, Boilers, Electricians, Plumbers)

Positions specific to DEHE:

* Crew Leaders
* Power Equipment Operators
* Construction Field Mechanic

**Tier IV - $3,000**

Positions specific to ANMC:

* Management (Managerial positions in ANMC involving daily contact with patients, a clinical professional degree(s) and two or more years work experience and supervisory experience)

Positions specific to Finance:

* Grants Manager

Positions specific to DEHE:

* Certified Journeyman
* Construction Manager
* ~~Program Manager~~
* Superintendent
* Land Surveyors
* Engineers Levels 1-IV

Management (Managerial positions with DEHE professional degree(s) and two or more years work experience and supervisory experience)

**Tier V - $5,000**

Positions specific to ANMC:

* Nursing (Registered Nurse positions)
* Transitional Care RN Case Managers
* Transitional Care BSW Case Managers
* Transitional Care MSW Case Managers

Positions specific to Finance:

* Grants Director

Positions specific to CHS:

* Health Researcher II
* Senior Health Researcher

Positions specific to DEHE:

* Engineer V

**Tier VI - $10,000**

* Physician
* Provider (Provider positions through Physician Contracting)