

**HWS General Incentive Policy**  
**Referral Bonus – Network Nurses & Non-Employees**  
**Effective: 05/23/2023**

**APPLIES TO:**

HealthTrust Workforce Solutions (HWS)

**PURPOSE:**

To establish (i) a consistent process for accepting referral candidates for employment (**Candidates**); and (ii) appropriate criteria for determining when payment of a referral bonus to applicants submitting referral Candidates (**Applicants**) will be authorized.

**POLICY:**

This policy will be implemented at the direction of the management team. The management team retains discretionary rights to add or modify criteria as appropriate, and can withhold all or any portion of a referral bonus to any Applicant for any disciplinary or ethical matter, or for failure to provide all required information and/or documentation. This policy may be revised or cancelled at any time with or without notice. This policy does not amend or supersede any existing incentive program(s) for eligible Infrastructure HealthTrust employees.

**ELIGIBILITY:**

This policy is applicable to HealthTrust Workforce Solutions Network Employees or Non-Employees (both referred to as "Applicant"). The following types of employees of HealthTrust Workforce Solutions are not eligible to receive the referral bonus: Infrastructure employees (i.e. Corporate support employees in Sunrise, Recruiters, Account Managers, Staffing Specialists, other employees working in HealthTrust Workforce Solutions field offices, etc.).

**PROCEDURE:**

1. In order to be eligible for a referral bonus pursuant to this policy, an Applicant must submit complete and accurate Applicant and Candidate information via HealthTrust's Refer a Friend portal ([Portal](#)) prior to the applicant hire date.
2. Each Applicant who refers a Candidate will be eligible to receive the applicable referral bonus set forth in Section 6, subject to the applicable exclusions and duration of employment by the Network RN Nurse and will have 8 months to inquire about the Candidate they referred.
3. The first Applicant to submit a Candidate via the Portal will be the only Applicant eligible to receive a referral bonus for such Candidate. Referral bonuses will not be divided between Applicants who have referred the same Candidate, and all decisions regarding Candidate ownership shall be made in HealthTrust's sole discretion. In the event that a Candidate has not completed the requirements set forth in Section 6 within 8 months from date of Portal submission, the Applicant submitting such Candidate shall no longer be eligible to receive the applicable referral bonus.
4. Payment of a referral bonus to an Applicant who is an active HealthTrust employee at the time of the expiration of the applicable period set forth in Section 6 shall occur promptly following the expiration of such period. Payment of a referral bonus to an Applicant who is a non-employee of HealthTrust at the time of the expiration of the applicable period set forth in Section 6 shall occur following the expiration of such period and the completion by the Applicant of all vendor certification forms required by HealthTrust at such time, provided that the Applicant shall have a maximum of 60 days from date of notice to complete all documentation required by HealthTrust. The determination of employee / non-employee status for purposes of referral bonus payment shall be made at the time of the expiration of the applicable period set forth in Section 6. In order to be considered a HealthTrust Employee for purposes of this policy, an Applicant must (i) be in compliance with the Corporate Code of Conduct Policy; (ii) be continually employed by HealthTrust from the time of Candidate

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submission through the achievement of the criteria set forth in Section 6; and (iii) nor violate any other corporate hiring policy or any provision set forth in the HR Limitations on Employment policy (HR.OP.019).

5. An Applicant who submits a Candidate who is an active or former HealthTrust employee or an active employee of any other affiliate of HCA Holdings, Inc., shall not be eligible to receive a referral bonus.
6. For each Candidate properly submitted via the Portal, each Applicant shall be eligible to receive the referral bonus for each service line type set forth below, subject to the achievement by Candidate of the minimum qualifying criteria and absence of exclusions.

Service Line	Bonus	Qualifying Criteria	
Permanent Placement	<ul style="list-style-type: none"> <li>• Network Nurse (RN)</li> <li>• Specialty Tech (CST/ORT, Cath Lab Tech, First Assist, Med Tech)</li> <li>• Respiratory Therapist</li> </ul>	\$750 HealthTrust Employee \$500 Non-Employee	Minimum 90-day work requirement
	<ul style="list-style-type: none"> <li>• CNA &amp; LPN</li> <li>• PCT</li> <li>• Sterile Processing Tech</li> <li>• EMT/ Paramedic</li> </ul>	\$200 HealthTrust Employee \$125 Non-Employee	
Travel/ Local Contract	<ul style="list-style-type: none"> <li>• Network Nurse (RN)</li> <li>• Specialty Tech (CST/ORT, Cath Lab Tech, First Assist, Med Tech)</li> <li>• Respiratory Therapist</li> </ul>	432-468 hours (12-13 wks) \$850 360-431 hours (10-11 wks) \$650 288-359 hours (8-9 wks) \$450 \$500 Non-Employee	Work hour requirement within 90 days (13 weeks) of the first shift  If the referral bonus is being paid to a non-HWS employee, the referred candidate must work at least 468 hours.  Referral bonus will be paid one month after candidate works 90 days.
	<ul style="list-style-type: none"> <li>• CNA &amp; LPN</li> <li>• PCT</li> <li>• Sterile Processing Tech</li> <li>• EMT Paramedic</li> </ul>	432-468 hours (12-13 wks) \$250 360-431 hours (10-11 wks) \$200 288-359 hours (8-9 wks) \$150 \$125 Non-Employee	
Per Diem/ Blocked Booking**	<ul style="list-style-type: none"> <li>• Network Nurse (RN)</li> <li>• Specialty Tech (CST/ORT, Cath Lab Tech, First Assist, Med Tech)</li> <li>• Respiratory Therapist</li> </ul>	156+ hours \$750 108 -155 hours \$650 84 - 107 hours \$550 \$500 Non-Employee	Work hour requirement within 90 days of the first shift  If the referral bonus is being paid to a non-HWS employee, the referred candidate must work at least 156 hours.  Referral bonus will be paid one month after candidate works 90 days.
	<ul style="list-style-type: none"> <li>• CNA &amp; LPN</li> <li>• PCT</li> <li>• Sterile Processing Tech</li> <li>• EMT Paramedics</li> </ul>	156+ hours \$250 108 - 155 hours \$200 84 - 107 hours \$150 \$125 Non-Employee	
Resource Pool	Network Nurse (RN):	\$1000 HealthTrust Employee \$500 Non-Employee	Minimum 90-day work requirement
	Non-RN Roles	\$500 HealthTrust Employee \$250 Non-Employee	
Rapid Response	<ul style="list-style-type: none"> <li>• Network Nurse (RN)</li> <li>• Specialty Tech (CST/ORT, Cath Lab Tech, First Assist, Med Tech)</li> <li>• Respiratory Therapist</li> </ul>	\$500 HealthTrust Employee \$350 Non-Employee	Minimum of 192 hours (4 week contract X 48 hours/week) worked requirement

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Service Line	Bonus		Qualifying Criteria
Dialysis	Network Nurse (RN) Full Time	\$1000 HealthTrust Employee \$500 Non-Employee	Minimum 6 months worked; The referred employee must be full-time or part-time. For PRN employees a total of 234 hours must be worked in six months or 468 hours annually.
	Network Nurse (RN) PRN	\$500 HealthTrust Employee \$250 Non Employee	
	Tech Full Time	\$200 HealthTrust Employee \$125 Non-Employee	
	Tech PRN	\$100 HealthTrust Employee \$50 Non-Employee	
PICC	Network Nurse (RN): Full Time	\$1000 HealthTrust Employee \$500 Non-Employee	Minimum 6 months worked; The referred employee must be full-time or part-time. For PRN employees a total of 234 hours must be worked in six months or 468 hours annually.
	Network Nurse (RN): PRN	\$500 HealthTrust Employee \$250 Non-Employee	
StaRN Instructor	Full Time	\$750 HealthTrust Employee \$500 Non-Employee	Minimum 90-day work requirement
	PRN	\$350 HealthTrust Employee \$175 Non-Employee	
SIM Operators	Full Time	\$200 HealthTrust Employee \$125 Non-Employee	Minimum 90-day work requirement
	PRN	\$100 HealthTrust Employee \$50 Non-Employee	Minimum 80-hour work requirement within 90 days**

Exclusions: Candidate must not be an active employee or employed in the 180 day period prior to submission of HealthTrust, any of its clients, or any affiliate of HCA Holdings, Inc.

Please Note: HealthTrust employee must be active at the time qualifying criteria has been met.

\*\*90-day period will start at date of first shift; Orientation and On-call hours do not count toward the hours worked requirement.