



REFER A FRIEND BONUS PROGRAM

Name of Referring CTS Staff Member: _____

Discipline: _____ Department: _____

Name of Potential Candidate: _____

Discipline: _____ Department: _____

Area Director's Signature: _____

President's Signature: _____

- Referring Staff Member must be a regular employee (20+ hours per pay period for 6+ months) in good standing with CTS. Exempt staff members are not eligible for the Refer a Friend Bonus program
- The potential candidate must indicate on the first contact with the CTS recruiter or Corporate Office that they were referred by a staff member. The referring CTS staff member will not be eligible for the Refer A Friend Bonus if the potential candidate goes through the CTS Recruiter and does not indicate they were referred internally on the first contact with CTS.
- Bonus will be paid to the referring staff member following the candidate's first 30 days of full time employment with CTS if a completed Refer A Friend Bonus Program form has been submitted to the corporate office and approved by the Area Director and President. Refer A Friend forms will not be accepted after 90 days of employment of the new hire.
- A critical position is defined as a position that is staffed with a traveler or has been open over 1 year.

To be completed by Human Resources:

Referring Staff Member:	Regular Employee y/n ()	Date of Hire ()
Potential Candidate:	Full time hire y/n ()	Date of Hire ()
Hire:	() FT Therapist/Asst Critical - \$200	
	() FT Therapist/Asst Regular - \$100	
	() FT Non-Clinical - \$50	