



**SINCERE HOME CARE**  
REAL PEOPLE. SUPREME SUPPORT.

## Employee Referral Policy

\$50 to \$75 / Referral Bonus for a PCA  
(fee is depended on number of PCAs hired)

\$100 Referral Bonus for a Nurse

Refer Family Members and Friends!

Sincere Home Care needs your help. If you have a friend that you know would be a great asset to Sincere Home Care, we will pay you a referral bonus if they apply and are hired. Sincere Home Care will pay a current employee a referral bonus of \$50 to \$75 when you refer a candidate that is subsequently employed by Sincere Home Care, because of that introduction provided all the terms of this policy are met. If the candidate is hired as a Nurse, the referral bonus is \$100. The bonus typically will be paid on the next payroll after the referred employee has worked a full two week period and submitted their first full two week time report. This is Sincere Home Care's way of encouraging employee's participation in identifying outstanding people to join Sincere Home Care and saying "Thank You".

### ELIGIBILITY

An eligible employee may refer a qualified candidate for a position within the company.

Referrals **not** eligible are:

- ✓ Referrals of current or former employees.
- ✓ Referrals from office staff employees.
- ✓ Referrals from clients. This is only an employee referral incentive.
- ✓ Referrals submitted more than 3 months prior to the new hire's start date.
- ✓ Referrals from past employees or employees not employed by Sincere Home Care at the time the bonus is paid.
- ✓ Referrals that were not submitted in writing on the referral form. No verbal referrals.
- ✓ Duplicate referrals – only the first employee that referred the candidate gets the referral incentive
- ✓ Referrals that have already submitted their resume and/or have made contact with Sincere Home Care. (this program is designed to bring additional people to the company)

Sincere Home Care retains full discretion and reserves the right not to pay the referral incentive or to cancel this program at any time. This program is currently in effect until December 31 st, 2018.

### PROCEDURE

An eligible employee must follow these three steps in order to be paid the referral bonus:

1. Email Sincere Home Care @ [hr@sincerehomecaremn.com](mailto:hr@sincerehomecaremn.com) for the Referral Form.
2. Fill out the form, including the full name and phone number of the person you are referring.
3. Fax: 763 – 208 – 6089 or Email: [hr@sincerehomecaremn.com](mailto:hr@sincerehomecaremn.com) Referral Form to Sincere Home Care
3. Tell your referral to send in their resume!

Sincere Home Care

Office: 763 – 208 – 0130 Website: [www.sincerehomecaremn.com](http://www.sincerehomecaremn.com)