

BONUS COMPENSATION FORM

Sign-on Bonus
 Referral Bonus
 Preceptor
 Merit
 Productivity
 Other

For Employee Referral Bonus: New Hire completes the appropriate sections and returns to HR:

New Hire was referred by (JHHCG Employee):			
Name:			
Position:		Date Referred:	
Company:		Dept:	Ext.:

New Hire Information:			
Name:			
Position:		Orientation Date:	
Company:		Dept:	Ext.:

EMPLOYEE REFERRAL BONUS REQUIREMENTS

Newly hired employee must successfully complete 90-day probationary period. The employee referring the new candidate must also remain continually employed with the organization. Referral bonus information is subject to change. Please refer to the current bonus form for accurate up-to-date amounts. Contact the Human Resources Department for more information (410.288.8075).

New Hire - Employee Signature

Date

1 Bonus Amount	\$	Date:		90 Day – Satisfactorily Completed
2 Bonus Amount	\$	Date:		6 Months – Satisfactorily Completed
3 Bonus Amount	\$	Date:		12 Months – Satisfactorily Completed

ALL OTHER BONUS REQUIREMENTS

All productivity and performance-based bonus requests must be in writing and give a detailed explanation, justification of the operational and/or financial results achieved and indicate anticipated pay out date(s). Once the bonus compensation request has been reviewed and approved, the department will generate the appropriate payroll request for payment.

Supervisor approval – *Indicates satisfactory completion of time commitment*

Date

HR approval

Date

Please retain a copy for your records ~ JHHCG is an equal opportunity employer.