

PURPOSE

The Employee Referral Program enhances staff recruitment by rewarding current employees for referring quality candidates into the Innovetive family. This document defines eligibility requirements and program rules.

ELIGIBILITY REQUIREMENTS

The below conditions must be met for bonus payout:

- The referring employee must email Jessica Knight or Jessica McCoy, Innovetive Recruiters, directly or at recruiting@innovetivepetcare.com, with the candidate’s name and contact information **before** the candidate applies; include the Employee Referral Form
- Innovetive must actively employ the referring Innovetive employee at the time of the bonus payout
- The referred employee must be hired for an open full-time or part-time position

PROGRAM DESIGN

- All open positions are eligible for the bonus payout
- Eligible employees may refer candidates for any number of open positions and be eligible to receive bonus payouts for each hired referral
- Referral bonuses will be paid out on the first pay date after the referred Employee’s 90th Day of employment
 - On the 90th Day of employment, the referring employee should email the recruiter to confirm the payment process
- Employee referral bonuses are considered income and are subject to applicable State and Federal tax
- Bonus payments will be made to one employee only and will not be split amongst multiple employees
- Bonus amounts are subject to change at any time
- Innovetive leadership reserves the right to modify or terminate this program at any time.

PAYOUT GRID

Doctor Type	Full-Time Position Bonus	Part-Time Position Bonus
Non-Veterinary Staff	\$250	N/A
General Practice Veterinarian	\$4,000	\$1,500
Medical Directors Specialty Veterinarian Emergency Veterinarian	\$8,000	\$3,000

RESTRICTIONS – NOT ELIGIBLE FOR BONUS PAYOUTS

- Innovetive Executives
- The Innovetive Recruiting team
- Any Innovetive leadership employee referring an employee to any practice under their scope of responsibility, e.g., a Medical Director or Practice Manager may earn a bonus for referring a DVM to another practice, but will not make a bonus for referring/recruiting someone to their hospital. Filling veterinarian requisitions for *their* site is within their primary duties
 - Regional Operations Managers are eligible for the bonus for referrals outside of their region but not eligible for Practices within their region since filling requisitions is a primary job responsibility
- Referrals who were previous Innovetive employees
- Referrals that fall into either of the following categories within 12 months of their application:
 - Has been in two-way communication with an Innovetive recruiter or an Innovetive contracted external recruiter
 - Is currently in any stage of the hiring process