

Gateshead Refer a friend Scheme

Do you know someone who you think would enjoy working for our Gateshead Family as much as you do?

Why not refer them through our new **Employee Refer a Friend** scheme and you will be rewarded with £500 if they are successfully appointed, and they will also receive a reward of £250

Practicalities;

- The first payment will be paid directly to you via Payroll once your friend has started employment with the Trust and been employed for a period of 3 months and the second payment at the 12 month stage.
- The payment will be subject to standard deductions of Tax and NI, but will not be pensionable.
- To qualify to receive the payment you must be an existing member of staff (not serving a notice period) and must still be employed with us for the payment to be made.
- The scheme is not applicable to workers on the Trust Bank moving to a substantive or fixed term post
- The bonus will not be paid to employees already employed in the organisation in either a substantive or a bank role or is re-recruited after an absence of less than two years
- The bonus does not apply to recruitment to the staff bank
- It is your responsibility to proactively claim the bonus payment within the time period stated
- The bonus only applies to active vacancies advertised within the UK and only for those adverts indicating eligibility
- No retrospective payments will be made in respect of candidates already introduced by employees
- A manager or member of staff who participates at any stage of the recruitment process for anyone they have referred (ie. shortlisting, longlisting, assessment, interview, offer and/or providing a reference) is not eligible to claim the bonus
- There is no limit on the number of successful candidates an employee may refer
- Only one employee can refer an individual and this MUST be stated on the application. No payments can be made if the refer a friend paperwork is submitted after interviews have taken place

Roles that are applicable:

Occupational Group	Speciality	Grade/Band
Medical practitioners	All specialities	All grades
Nurses	ALL roles with full NMC reg	Band 5+
AHPs	All specialities	Band 5+
Radiographers	All specialties	
Sonographers	All specialties	

ECG Technicians	All specialties	
ODPs	All Specialities	
Biomedical Scientists		

Applicable roles to reviewed on a monthly basis to ensure changes are captured.

How the payment is made:

A. Referrer Payment:

- The Refer a Friend bonus payment to be paid in 2 stages:
 - o Stage 1 – up to £300* paid to the member of staff once the referee is in post and has completed 3 months' service
 - o Stage 2 – up to £200* paid to the member of staff once the referee has completed 12 months' continuous service as a substantive member of staff working within the Trust
- Bonus payments are only paid to the Referrer if:
 - o Mandatory training is up to date
 - o Satisfactory and in date appraisal & satisfactory attendance
 - o No open disciplinary investigation or action in place
 - o They remain in employment in the Trust

B. Referee Payment:

- The Refer a Friend bonus payment of up to £250* to be paid upon completion of 12 months continuous service in the area they were recruited to.
- Bonus payments are only paid to the Referee if:
 - o Mandatory training is up to date
 - o Satisfactory and in date appraisal & satisfactory attendance
 - o No open disciplinary investigation or action in place
 - o They remain in employment in the Trust

* Pro rata payment is made for staff recruited on less than 18.5 hours per week