

Associate Referral Program Policy

Policy Section: Talent

Last Revised/Reviewed Date: February 2024

Next Review Date: February 2025

PURPOSE/INTENT

Associate referrals to Blue Cross Blue Shield of Massachusetts are the most effective recruiting channel and best way to hire external talent. The purpose of this policy is to outline the eligibility and guidelines of our associate referral program. It is the responsibility of our associates to understand and comply with the policy as outlined below in order to be eligible for the referral bonus payment.

ELIGIBILITY

All active associates are eligible to receive referral bonuses with the following exceptions:

- Associates grade H or higher
- Recruiters
- Human Resource associates, grade K and up
- Temporary associates
- Interns
- Associates involved in the interview process, or who have a reporting or cost center relationship with the position.

Consultants, independent contractors, and any other non-employees are not eligible.

POLICY STATEMENT

In order to receive a referral bonus, the following guidelines must be met:

- The referral must be submitted through Blue Cross Blue Shield of Massachusetts's applicant system (Workday) and attached to a specific requisition for which the new associate is hired. No exceptions can be considered if the process is not followed in line with corporate guidelines
- The new associate must be continuously employed for 90 days
- Associates are paid the bonus on the next payout date occurring after the new associate's 90-day anniversary, provided the referring associate is still employed by BCBSMA on that date.
- The referral bonus is subject to taxes and withholdings, and associates must be employed by the company at the time of payment in order to receive the bonus

The referral bonus amount is \$1,500. Bonuses are paid according to the referral bonus payout schedule. (See referral bonus payout schedule).

While there is no limit to how many total referrals can be made by associates, please note that associates can receive a maximum of three (3) referrals bonuses per calendar quarter. Once an associate is paid three (3) referrals bonuses in a calendar quarter, the Associate is ineligible for further referral bonuses for that calendar quarter.



MASSACHUSETTS

Referrals of existing contractors, temporary associates and consultants to open, regular associate positions are not eligible for the referral bonus. However, a referral of someone not currently working for Blue Cross Blue Shield of Massachusetts in any capacity to a position defined in the job posting as a “temporary to permanent” is eligible, provided the referred friend becomes permanent. The referral bonus will be paid on the next available payroll date following the date of conversion from temporary worker to permanent associate.

RELATED DOCUMENTATION

[Employment of Relatives and Affiliates Policy](#)

FOR ADDITIONAL INFORMATION

For further information regarding this policy, please contact AskHR at x6-4747 or via email at AskHR@bcbsma.com.

Please note: The Associate Referral Program replaces all other similar Blue Cross Blue Shield of Massachusetts programs concerning employment referrals. Blue Cross Blue Shield of Massachusetts reserves the right to amend, suspend, or terminate this program at any time without notice. All determinations to be made pursuant to this program concerning eligibility, payment, and any other provision of this program will be made by Blue Cross Blue Shield of Massachusetts in its sole discretion.