

# Recommend a Friend

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We are proud of the excellent levels of service we provide to our service users and of the dedication and commitment of our staff. With this in mind, we feel that our staff are best placed to refer likeminded professionals that share our values and want to join Nugent.

If you know someone; a friend or family member who shares our culture and values and has the right skills to work with us, then please tell us and we will reward you if your referral is successful.

## How does it work?

If your introduction leads to your friend/family member being appointed to fill a vacancy for a substantive/temporary role within Nugent, you will be entitled to a payment of £250 once they have completed 12 calendar months of employment. (For shorter term temporary or fixed term positions then the full duration of post must be completed)

## Terms of the scheme

- To make a referral you must be currently employed on a substantive or fixed term contract basis with Nugent. The scheme does not apply to relief roles.
- All new staff referred must be offered a permanent or fixed term contract of employment with Nugent.
- To meet the criteria of the scheme and receive your reward you must complete and submit the Refer a Friend Scheme Application Form (obtain via HR team) prior to a formal offer of employment. Forms received into HR after this time period may not be valid.
- A payment of £250 will be paid to you (the referrer) at the end of the 12<sup>th</sup> month of the new employee's employment subject to them satisfactorily completing continuous employment with us.
- Please note that payments are non-consolidated and will not count towards pension contributions, holiday pay or enhancements. Any payment made will be paid through Nugent's payroll and subject to appropriate deductions in the normal way.
- This scheme is not applicable to Executive and Senior Leaders.

## 2. What to do if you want to refer a friend or family member to work with us

- If there is a current vacancy for a suitable substantive position then an application should be made in the normal way
- If there is not a current vacancy being advertised that is suitable but you feel your friend/family member would be an asset to the Nugent then please speak to the Human Resources Team

- Once your friend/family member has successfully been appointed, you should both complete sections 1 and 2 of the attached form and forward it to the HR team for processing.
- You will both need to sign the form and then either scan it in and email it to HR at [HR@wearenugent.org](mailto:HR@wearenugent.org) or sign the form and post it to HR if you do not have access to a scanner.
- The HR team will complete Section 3 & 4 and submit the relevant information to process for payroll upon completion of 12 months.

### **Recommend a friend scheme process**

Current Nugent staff member recommends a friend/family member to apply for a substantive live vacancy

Potential new employee applies for the position advertised in the normal way subject to Nugent's safe recruitment procedure

Referrer completes section 1 of the Refer a friend scheme application form. Referrer arranges for the potential new employee to complete section 2

Referrer sends completed form to HR who will acknowledge receipt of form

Potential new employee is successfully appointed to substantive position applied for

After 12 month's continuous service HR will arrange for the £250 reward to be paid via payroll