UNM COMPREHENSIVE CANCER CENTER

The Official Cancer Center of the State of New Mexico • A Comprehensive Cancer Center Designated by the National Cancer Institute

Oncology Nurse Referral Program

Implementation Procedures

All regular full-time and regular part-time employees are eligible to receive a referral payout for the successful hire into an Oncology Nurse position at the University of New Mexico Comprehensive Cancer Center (UNMCCC). Human Resources staff, Administrators, and hiring managers are not eligible for the referral program as referral of employees is a normal part of the job. The referring employee must be employed by UNM in order to receive payment. Employees may refer as many applicants as desired. The program is not an ongoing program and is initiated based on departmental staffing needs. This will be included in the posting as needed.

Applicants

Applicant must not be a current or recently separated, within the last 2 years, UNMCCC employee. Applicants must indicate on the employment application the name of the referring employee to be eligible for the referral incentive pay. If more than one UNM CCC employee made the referral, the applicant must choose only one referring employee. Applicants who are first hired as temporary, non-competitive, and non-benefits-eligible at UNM are not considered a referral for the purposes of this program.

Referral Payout

The amount of $1,000 will be paid to the referring party upon completion of referred employee's probationary period (6 months). The amount will be paid out via a Non Standard Payment and must include appropriate signatures.
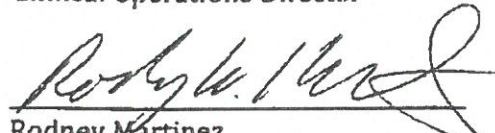
Other Information

The referral amount is non-base pay subject to Federal and State taxes, and is not included as compensation for purposes of retirement calculations.

Approvals:

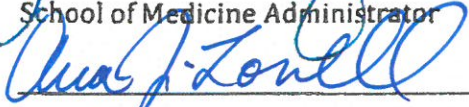Sandra Peacock
Clinical Operations Director

Date: 9-21-16

Rodney Martinez
Chief Financial and Administration Officer

Date: 9/21/16

Jeanne Marquardt
School of Medicine Administrator

Date: 10/6/16

Ava Lovell
School of Medicine Finance Director

Date: 10/27/16

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