

Terms and Conditions for Welcome Bonuses awarded to new starters within Outcomes First Group and Refer and Earn Payments for Existing Employees

Introduction

For certain roles Outcomes First Group have introduced Welcome Bonuses to assist in the recruitment and retention of high-quality staffing. This document sets out the terms and conditions associated with these payments.

Welcome Bonus

1. A 'Welcome Bonus' payment will be made for approved posts to newly recruited staff.
2. The Welcome bonus payment will be made following the terms and conditions of the welcome bonus advertised. If you are entitled to a welcome bonus payment when you start in employment, but you start on or after the 14th of every month, your bonus will not be paid until the following month.
3. For those staff who are on fixed term contracts, bank positions or internal transfers will not be entitled to welcome bonuses.
4. The approval of payment for a Welcome Bonus will rest with the Director of People Services, Head of Resourcing, Managing Directors, or Regional Directors of those advertised positions. There will be no right of appeal and their decision will be final.
5. If any new starter who is entitled to a welcome bonus chooses to terminate their employment with Outcomes First Group within their first 12 months, they will be required to pay a proportion of their Welcome Bonus payment back to Outcomes First Group as outlined below.
 - A. If you leave within 3 months, you must pay 100 of your welcome bonus back
 - B. If you leave within 3 – 6 months, you must pay 75% of your welcome bonus back
 - C. If you leave within 6 – 12 months, you must pay 25% of your welcome bonus back
 - D. If you leave after 12 months of more, you will pay 0% of your welcome bonus back
6. When determining a repayment, any mitigating factors which the worker puts forward will be taken into consideration, for example; health or compassionate reasons. A right of appeal to the HR manager will be available as the final arbiter.
7. Where an employee is dismissed for reasons of misconduct within their first 12 months of employment the Welcome Bonus will normally be reclaimed by Outcomes First Group in full. Where the employee is dismissed for reasons of competence a proportion of the Welcome Bonus payment will normally be recouped. No recoupment will apply where an employee is dismissed for reasons of permanent ill health or inefficiency due to ill health, or for reasons of redundancy or other organisational reasons.

Refer and Earn

8. Where an existing employee of Outcomes First Group formally introduces an applicant and they are successfully appointed to an approved post, a refer and earn payment will be made to the existing employee once it has been confirmed that they have commenced employment. A second payment will be made once the employee successfully completes 6 months' probation.
9. The introduction must be made by the applicant providing the existing employees details into their application form. The introduction can be made in association to any identified permanent position that is full time, no payments will be made for anyone being referred to a fixed term, bank, or part time position. You must also meet the other terms and conditions set in line with the refer and earn scheme which is managed directly through the Head of Resourcing.
10. No payment will be made other than when the forms have been submitted correctly or agreed in advance.
11. Applicants who are introduced in this way will follow the normal recruitment processes and requirements following their introduction.
12. If the introducer and the recruited staff member come to any private agreement about sharing the refer and earn fee, this is a matter entirely for them and Outcomes First Group will have no part in these arrangements.

General Points

13. Outcomes First Group will take disciplinary action under its agreed procedures in all cases where the payment of allowances is abused in anyway.
14. These terms and conditions will be reviewed regularly and may be changed by Outcomes First Group without notice with no obligation to employees or applicants who have not been formally notified that they will receive a payment.