



## SPECIAL RECRUITMENT REFERRAL FEE

### PURPOSE

The purpose of this policy is to ensure that the correct recruitment referral fee claim procedure is followed when an active MHR panel member refers a candidate, as specified in this policy, during a special recruitment fee period identified by a region. This policy further ensures that recruitment referral fee payments are processed correctly and that complete and accurate supporting documentation is submitted with all recruitment referral fee claims.

### SCOPE

This policy applies to:

- MHR Management and Personnel
- MHR Panel Members
- MHR Clients
- Recruited Candidates

### DEFINITIONS

Terms	Definition/Description for the purpose of this policy
<b>CRS</b>	MHR payroll system.
<b>MHR Employee</b>	Panel member who works shifts through MHR and is not permanently employed elsewhere.
<b>ML305 report</b>	CRS Report - MHRM employee history with pay rate.
<b>Moonlighter</b>	Panel member permanently employed elsewhere and works additional shifts through MHR, adhering to the Basic Conditions of Employment Act (BCEA).
<b>Panel member</b>	Candidate successfully onboarded and registered with MHR.
<b>Recruited candidate</b>	Successfully recruited candidate as per <b>section 4</b> of the policy statement.
<b>Recruiter</b>	<b>Active MHR panel member</b> who successfully recruits a scarce skills healthcare professional for MHR, adhering to the criteria specified in this policy.
<b>Recruitment</b>	The act of <b>approaching</b> and <b>introducing</b> a potential candidate to MHR, resulting in the candidate's successful registration with MHR.
<b>Special Recruitment Fee Period</b>	The timeframe during which a recruitment fee is applicable, as confirmed by the region and communicated to the relevant panel members in advance.

## POLICY STATEMENT

1. MHR implemented a special recruitment referral fee payable to **any active MHR panel member** who successfully recruits a candidate listed in **Section 4** below, adhering to the criteria specified in this policy. The candidate must be recruited during the **special recruitment referral fee period**. Refer to the '*Special Recruitment Fee Period*' definition on the previous page for the criteria.
2. Recruitment referral fees are taxable, according to the taxation laws of South Africa.
3. **Exclusion criteria for recruitment referral fees:**
  - Permanent employees of MHR.
  - Hospital personnel who assist with candidates' enquiries regarding agencies, the registration of candidates with agencies and the placement of candidates/agency personnel at clients, *unless the personnel member adheres to the definition of recruitment as per the policy.*
4. **Recruitment referral fees per category:**

• Professional Nurse (Qualified)(** <i>Specialised units</i> )	R 4,500.00
• Professional Nurse (Experienced/Certificate)(** <i>Specialised units</i> )	R 4,000.00
• Professional Nurse ( <i>General units</i> )	R 3,900.00
• Enrolled Nurse (** <i>Specialised units</i> )	R 3,500.00
• Enrolled Nurse ( <i>General units</i> )	R 2,800.00
• Phlebotomist ( <i>Emergency Centre</i> )	R 2,800.00

**\*\*Specialised units include:**

  - Emergency Centre
  - Theatre
  - Critical Care (Including Neonatal Critical Care, Cardiology Critical Care, etc.)
  - High Care (Including Neonatal High Care, etc.)
5. **A recruitment referral fee is payable when:**
  - The recruited candidate is successfully registered with MHR.
  - The candidate worked the following minimum hours through MHR within the **first three months** from the date of registration on MHRM (**Not exceeding the BCEA**):
    - **180 hours as an MHR Employee**
    - **120 hours as a Moonlighter**
6. **The recruitment referral fee payment will only be processed if the documentation complies with the following criteria:**
  - Comprehensive and accurate details are captured on the '*Special recruitment referral fee application*' form (**Annexure 1**).
  - All supporting documents are attached as per the procedure below.
  - The recruitment referral fee application is authorised by the MHR Regional Manager.

## PROCEDURE

Steps	Actions
1	<p>The recruiter approaches the MHR office and presents the recruited candidate to the MHR representative. The following process continues:</p> <ul style="list-style-type: none"> <li>The candidate and the recruiter complete the '<i>Special recruitment referral fee application</i>' form (<b>Annexure 1</b>).</li> <li>The MHR representative checks the MHR system and completes the '<i>Special recruitment referral fee application</i>' form, confirming that the candidate is not yet registered with MHR and that the recruiter has recruited the candidate.</li> <li>The MHR representative sends the completed form to the region's Regional Management Representative to keep on record.</li> </ul> <p><b>NOTE:</b> If the candidate is recruited at a remote location, the recruiter must present the candidate to the HR Manager at the relevant location, and the HR Manager must email the completed '<i>Special recruitment referral fee application</i>' to the relevant MHR Manager.</p> <p>The MHR Manager to contact the recruited candidate telephonically to reconfirm the recruitment information, as per the completed application form received.</p>
2	<p>Once the recruited candidate meets the criteria as per <b>Section 5</b> of the policy statement, the MHR Management Representative continues with the following:</p> <ul style="list-style-type: none"> <li>Checks the hours worked, completes and signs the applicable section on the '<i>Special recruitment referral fee application</i>' form.</li> <li>Runs a panel member work history (ML305 report on CRS) from the date of the first shift worked through MHR.</li> <li>Submits the work history together with proof of the recruiter's banking details (screenshot from MHR System) to the MHR Regional Manager.</li> </ul> <p><b>NOTE:</b> If the recruiter's banking details have changed, the recruiter must update their banking details on the MHR4me app or submit a completed '<i>MHR Confirmation of banking details and payment option</i>' form, including the required supporting documentation.</p>
3	<p>The MHR Regional Manager checks all the above documentation and signs the completed '<i>Special recruitment referral fee application</i>' form (<b>Annexure 1</b>).</p>
4	<p>The authorised '<i>Special recruitment referral fee application</i>', proof of banking details and panel member work history (ML305 report) are submitted to the MHR Pay Office for payment.</p>
5	<p>After the MHR Pay Office has processed the payment, the region's Management Representative captures the candidate and recruiter details on the '<i>MHR recruitment control sheet</i>' (<b>Annexure 2</b>).</p>
6	<p>The MHR Regional Manager to compare the '<i>MHR recruitment control sheet</i>' with the monthly variance report at the end of each month to identify and report on any discrepancies.</p>

## ASSOCIATED DOCUMENTS

Title	Annexure
Special Recruitment Referral Fee Application	Annexure 1
MHR recruitment referral control sheet	Annexure 2
Basic Conditions of Employment Act: <a href="https://www.labour.gov.za/DocumentCenter/Pages/Acts.aspx">https://www.labour.gov.za/DocumentCenter/Pages/Acts.aspx</a>	

## SPECIAL RECRUITMENT REFERRAL FEE APPLICATION

### CONFIRMATION OF RECRUITMENT *(This section to be completed by the recruited candidate)*

I, \_\_\_\_\_, ID/Passport no.: \_\_\_\_\_  
 Job Description/Rank: \_\_\_\_\_ Cell phone no.: \_\_\_\_\_  
 Address: \_\_\_\_\_ *hereby declare that I was approached and introduced to MHR at \_\_\_\_\_ (Location/Hospital) by \_\_\_\_\_ (Name and Surname of Recruiter)*

\_\_\_\_\_  
**Signature of Recruited Candidate**                      **Date recruited**

### RECRUITER DETAILS *(This section to be completed by the Recruiter)*

I, \_\_\_\_\_, ID/Passport number: \_\_\_\_\_  
 Job Description/Rank: \_\_\_\_\_ Cell phone no.: \_\_\_\_\_  
*hereby confirm that I have approached and introduced the above candidate to MHR. I have read the recruitment referral fee policy and hereby acknowledge that I comply with all the requirements specified therein. I further confirm that my banking details on the MHR system are correct.*

\_\_\_\_\_  
**Signature of Recruiter**                                      **Date**

### RECRUITED CANDIDATE DETAILS *(This section to be completed by the MHR Representative)*

**CATEGORY (INDICATE WITH AN X):**

Professional Nurse (Qualified): Specialised Unit	<input type="checkbox"/>	R4,500.00
Professional Nurse (Experienced/Certificate): Specialised Unit	<input type="checkbox"/>	R4,000.00
Professional Nurse: General Unit	<input type="checkbox"/>	R3,900.00
Enrolled Nurse: Specialised Unit	<input type="checkbox"/>	R3,500.00
Enrolled Nurse: General Unit	<input type="checkbox"/>	R2,800.00
Phlebotomist: Emergency Centre	<input type="checkbox"/>	R2,800.00

**MHR registration date:** \_\_\_\_\_ **MHR Employee:**  **Moonlighter:**

I, \_\_\_\_\_ (Name and Surname) *hereby confirm that the above recruited candidate was presented to me, and that the candidate was approached and introduced to MHR by the recruiter indicated above. **Acknowledgement if the candidate was recruited at a remote location:** I hereby confirm that I contacted the candidate telephonically to verify that the candidate was approached and introduced to MHR by the above-mentioned recruiter.*

\_\_\_\_\_  
**Signature of MHR Representative**                      **Date**

### FOR OFFICE USE ONLY

MHR documentation compiled by: \_\_\_\_\_ Date: \_\_\_\_\_

Work history (ML305 report) from the date of 1st shift worked through MHR attached:

Total amount of hours worked: \_\_\_\_\_ Recruiter's banking details attached as per MHR system:

**Complete section if applicable:** Final pass mark for assessments (Theoretical & Practical): \_\_\_\_\_

Positive Personnel Assessment received (YES/NO): \_\_\_\_\_ Orientation completed (YES/NO): \_\_\_\_\_

\_\_\_\_\_  
**FINAL APPROVAL SIGNATURE: MHR Regional Manager**                      **Date**