



STANDARD RECRUITMENT REFERRAL FEE

PURPOSE

This policy ensures that the correct recruitment referral fee claim process is followed when a scarce skills candidate is recruited by a recruiter. The policy further ensures that the payment of a recruitment referral fee is processed correctly and that complete and accurate supporting documents are submitted when a recruitment referral fee is claimed.

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
CRS	MHR payroll system.
MHR Employee	Panel member who works shifts through MHR and is not permanently employed elsewhere.
ML305 report	CRS Report - MHRM employee history with pay rate.
Moonlighter	Panel member permanently employed elsewhere and works additional shifts through MHR, adhering to the Basic Conditions of Employment Act (BCEA).
Panel member	A candidate successfully orientated and registered with MHR.
Recruited candidate	Successfully recruited nursing candidate as per section 4 of the policy statement.
Recruiter	An active MHR panel member who successfully recruits a scarce skills candidate for MHR, adhering to the criteria specified in the policy statement.
Recruitment	The act of approaching and introducing a potential candidate to MHR, which leads to the successful registration of the candidate with MHR.
Scarce Skills	Professional skills that are scarce and in demand.

POLICY STATEMENT

1. MHR implemented a recruitment referral fee payable to **any active MHR panel member** who successfully recruits a scarce skills candidate listed in **Section 4** below, adhering to the criteria specified in the policy.
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 at clients, *unless the personnel member adheres to the definition of recruitment as per the policy.*
4. **The recruitment referral fees below apply to the recruitment of the following scarce skills candidates:**

• Doctors	R 2,310.00
• Pharmacists	R 2,100.00
• Professional nurse (**Specialised units)	R 1,260.00
• Professional nurse (General units)	R 1,050.00
• Enrolled nurse (**Specialised units)	R 945.00
• Enrolled nurse (General units)	R 735.00

****Specialised units include:**

 - Emergency Centre
 - Theatre
 - Critical Care (Including Neonatal Critical Care, Cardiology Critical Care etc.)
 - High Care (Including Neonatal High Care etc.)
 - Obstetrics
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 for the **first three months** since 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 'Standard 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"> The candidate and the recruiter complete the '<i>Standard Recruitment referral fee application</i>' form (Annexure 1). The MHR representative checks the MHR system and completes the '<i>Standard Recruitment referral fee application</i>' form, confirming that the candidate is not yet registered with MHR and that the recruiter has recruited the candidate. The representative sends the completed form to the region's Administration Manager to keep on record. <p>NOTE: If the candidate is recruited at a remote location, the recruiter needs to present the candidate to the HR Manager at the specific location, and the HR Manager needs to email the completed '<i>Standard 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 Section 5 of the policy statement; the Administration Manager continues with the following:</p> <ul style="list-style-type: none"> Checks the hours worked, completes and signs the applicable section on the '<i>Standard Recruitment referral fee application</i>' form. Runs a panel member work history (ML305 report on CRS) from the date of the first shift worked through MHR. Submits the work history together with proof of the recruiter's banking details (screenshot from MHR System) to the MHR Regional Manager. <p>NOTE: If the recruiter's banking details have changed, the recruiter is required to complete and submit a '<i>MHR Confirmation of banking details and payment option</i>' form and include the required supporting documentation.</p>
3	<p>The MHR Regional Manager checks all the above documentation and signs the completed '<i>Standard Recruitment referral fee application</i>' form (Annexure 1).</p>
4	<p>The authorised '<i>Standard recruitment referral fee application</i>', proof of bank 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 Administration Manager captures the candidate and recruiter details on the '<i>MHR recruitment control sheet</i>' (Annexure 2).</p>
6	<p>Regional Manager/Administration 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
Standard Recruitment Referral Fee Application	Annexure 1
MHR recruitment referral control sheet	Annexure 2
Basic Conditions of Employment Act: www.gov.za	

STANDARD RECRUITMENT REFERRAL FEE APPLICATION

CONFIRMATION OF RECRUITMENT (This section to be completed by the Recruited candidate)																			
<p>I, _____, ID/Passport no.: _____</p> <p>Job Description/Rank: _____ Cell phone no.: _____</p> <p>Address: _____ hereby declare that I was approached and introduced to MHR at _____ (Location/Hospital) by _____ (Name and Surname of Recruiter)</p>																			
<p>_____ Signature of Recruited Candidate</p>	<p>_____ Date recruited</p>																		
RECRUITER DETAILS (This section to be completed by the Recruiter)																			
<p>I, _____, ID/Passport number: _____</p> <p>Job Description/Rank: _____ Cell phone no.: _____</p> <p>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 as stipulated in this policy. I also hereby confirm that my banking details are correct on the MHR system.</p>																			
<p>_____ Signature of Recruiter</p>	<p>_____ Date</p>																		
RECRUITED CANDIDATE DETAILS (This section to be completed by the MHR Representative)																			
<p>CATEGORY (INDICATE WITH AN X):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Doctor</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 45%;">R2,310.00</td> </tr> <tr> <td>Pharmacist</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>R2,100.00</td> </tr> <tr> <td>Professional Nurse: Specialised Unit</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>R1,260.00</td> </tr> <tr> <td>Professional Nurse: General Unit</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>R1,050.00</td> </tr> <tr> <td>Enrolled Nurse: Specialised Unit</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>R945.00</td> </tr> <tr> <td>Enrolled Nurse: General Unit</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>R735.00</td> </tr> </table>		Doctor	<input type="checkbox"/>	R2,310.00	Pharmacist	<input type="checkbox"/>	R2,100.00	Professional Nurse: Specialised Unit	<input type="checkbox"/>	R1,260.00	Professional Nurse: General Unit	<input type="checkbox"/>	R1,050.00	Enrolled Nurse: Specialised Unit	<input type="checkbox"/>	R945.00	Enrolled Nurse: General Unit	<input type="checkbox"/>	R735.00
Doctor	<input type="checkbox"/>	R2,310.00																	
Pharmacist	<input type="checkbox"/>	R2,100.00																	
Professional Nurse: Specialised Unit	<input type="checkbox"/>	R1,260.00																	
Professional Nurse: General Unit	<input type="checkbox"/>	R1,050.00																	
Enrolled Nurse: Specialised Unit	<input type="checkbox"/>	R945.00																	
Enrolled Nurse: General Unit	<input type="checkbox"/>	R735.00																	
<p>MHR registration date: _____ MHR Employee: <input type="checkbox"/> Moonlighter: <input type="checkbox"/></p>																			
<p>I, _____ (Name and Surname) hereby confirm that the above recruited candidate was presented to me, and that this newly recruited candidate was approached and introduced to MHR by the recruiter indicated above. Acknowledgement to confirm whether recruited at a remote location: I hereby confirm that I have contacted the candidate telephonically to confirm that he/she was approached and introduced to MHR by the above recruiter.</p>																			
<p>_____ Signature of MHR Representative</p>	<p>_____ Date</p>																		
FOR OFFICE USE ONLY																			
<p>MHR documentation compiled by: _____ Date: _____</p> <p>Work history (ML305 report) from date of 1st shift worked through MHR attached: <input type="checkbox"/></p> <p>Total amount of hours worked: _____. Recruiter's banking details attached as per MHR system: <input type="checkbox"/></p> <p>Complete section if applicable: Final pass mark for assessments (Theoretical, Practical, Interview): _____</p> <p>Positive Personnel Assessment received (YES/NO): _____ Orientation completed (YES/NO): _____</p>																			
<p>_____ FINAL APPROVAL SIGNATURE: MHR Regional Manager</p>	<p>_____ Date</p>																		