



SPECIAL RECRUITMENT REFERRAL FEE

PURPOSE

This policy ensures that recruitment referral fee claims are submitted and processed correctly during a special recruitment fee period and that all claims include complete, accurate supporting documentation.

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	A panel member who works shifts through MHR and is not permanently employed by another employer.
ML305 report	CRS Report - MHRM employee history with pay rate.
Moonlighter	A panel member who is permanently employed by another employer and works additional shifts through MHR.
Panel member	Candidate successfully onboarded and registered with MHR.
Recruited candidate	Successfully recruited candidate as per section 5 of the policy statement.
Recruiter	Active MHR panel member who successfully recruits a scarce skills healthcare professional for MHR, adhering to the criteria specified in this policy.
Recruitment	The act of approaching and introducing a potential candidate to MHR, resulting in successful registration with MHR.
Special Recruitment Fee Period	The period during which a special recruitment referral fee applies, as determined by the region and communicated to eligible panel members in advance.

POLICY STATEMENT

1. MHR offers a special recruitment referral fee to **active MHR panel members** who successfully recruit candidates listed in **Section 4**, subject to the requirements of this policy. The candidate must be recruited during the applicable **Special Recruitment Fee Period** as defined in this 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 are not eligible for a referral fee where assisting candidates with agency enquiries, registration, or placement forms part of their normal duties, **unless they qualify as a recruiter under this policy.**

4. **Recruitment referral fees per category:**

• Medical Practitioner (<i>Emergency Centre – MHR Western Cape only</i>)	R 4,500.00
• 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; and
- Within **three months** of registration with MHR, the candidate works:
 - **180 hours as an MHR Employee; or**
 - **120 hours as a Moonlighter,**
 in accordance with the BCEA.

6. **Recruitment referral fee payments will only be processed if:**

- The **Special Recruitment Referral Fee Application** (Annexure 1) is completed accurately and in full;
- All required supporting documents are attached; and
- The application is authorised by the MHR Regional Manager.

PROCEDURE

Steps	Actions
1	The recruiter presents the candidate to an MHR Representative. The following process then applies: - The recruiter and candidate complete the Special Recruitment Referral Fee Application (Annexure 1). - The MHR Representative verifies that the candidate is not already registered with MHR and confirms the recruitment details on the application form. - The completed application is submitted to the Regional Management Representative for record-keeping. Note: If the candidate is recruited at a remote location, the recruiter must present the candidate to the relevant HR Manager, who must submit the completed application to the relevant MHR Manager. The MHR Manager must contact the candidate telephonically to verify the recruitment information.
2	Once the recruited candidate meets the criteria specified in Section 5, the MHR Management Representative must: - Verify the hours worked and complete the applicable section of the Special Recruitment Referral Fee Application form. - Generate the panel member work history report (ML305 report on CRS) from the date of the first shift worked through MHR. - Submit the work history report and proof of the recruiter's banking details (MHR system screenshot) to the MHR Regional Manager. Note: If the recruiter's banking details have changed, they must update them on the MHR4me app or submit a completed MHR Confirmation of Banking Details and Payment Option form with the required supporting documentation.
3	The MHR Regional Manager reviews the supporting documentation and authorises the Special Recruitment Referral Fee Application (Annexure 1).
4	The authorised application, proof of banking details, and the ML305 work history report are submitted to the MHR Pay Office for payment processing.
5	Once payment has been processed, the Regional Management Representative records the candidate and recruiter details on the MHR Recruitment Control Sheet (Annexure 2).
6	At month-end, the MHR Regional Manager compares the MHR Recruitment Control Sheet with the monthly variance report, investigates any discrepancies, and reports them.

ASSOCIATED DOCUMENTS

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

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.: _____
 confirm that I recruited and introduced the above candidate to MHR, comply with the requirements of the Special
 Recruitment Referral Fee Policy, and 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):

Medical Practitioner (Emergency Centre) Applies to MHR Western Cape only	☐	R4,500.00
Professional Nurse (Qualified): Specialised Unit	☐	R4,500.00
Professional Nurse (Experienced/Certificate): Specialised Unit	☐	R4,000.00
Professional Nurse: General Unit	☐	R3,900.00
Enrolled Nurse: Specialised Unit	☐	R3,500.00
Enrolled Nurse: General Unit	☐	R2,800.00
Phlebotomist: Emergency Centre	☐	R2,800.00

MHR registration date: _____ **MHR Employee:** ☐ **Moonlighter:** ☐

I, _____ (Name and Surname) confirm that the above candidate was
 presented to me and introduced to MHR by the recruiter indicated above. **For remote recruitment only:** I confirm
 that I contacted the candidate telephonically to verify the recruitment details provided by the 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**