



RECRUITMENT REFERRAL FEE

PURPOSE

The purpose of this policy is to ensure that the correct recruitment referral fee claim procedure is followed when a scarce skills health care professional is recruited by a recruiter, as well as the correct handling of the payment of a recruitment referral fee. The policy further aims to ensure that complete and accurate supporting documents are submitted when a recruitment referral fee is claimed.

SCOPE

This policy applies to:

- MHR Branch Managers
- MHR Assistant Branch Managers
- MHR Office Personnel
- MHR Panel Members
- MHR Clients
- Recruited Candidates

DEFINITIONS

Terms	Definition/Description for the purpose of this policy
CRS	MHR payroll system.
Health care professional panel member	Panel member who provides health care services within all sectors of health care including medicine, surgery, dentistry, emergency medical care, midwifery, pharmacy, psychology, nursing or allied health professionals etc. and who is authorised to practise by the relevant professional affiliation/council within the scope of the specific practice.
MHR Employee	Panel member who works shifts through MHR and is not permanently employed elsewhere.
MHRM	MHR Management system.
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	The successfully recruited scarce skills health care professional as listed in Section 4 of the policy statement
Recruiter	An active MHR panel member who successfully recruited a scarce skills health care professional for MHR, adhering to the stipulated criteria as per the policy.

Recruitment	The act of approaching and introducing a potential scarce skills health care professional to MHR, which leads to the successful registration of the professional with MHR.
Scarce skills candidates	Professional skills that are scarce and in demand.

POLICY STATEMENT

1. MHR implemented a recruitment referral fee payable to any MHR panel member who successfully recruits a scarce skill health care professional, 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 2,200.00
• Pharmacists	R 2,000.00
• Professional nurse (**Specialised units)	R 1,200.00
• Professional nurse (General units)	R 1,000.00
• Enrolled nurse (**Specialised units)	R 900.00
• Enrolled nurse (General units)	R 700.00

****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 scarce skills health care professional as listed in **Section 4** is successfully registered with MHR.
 - The successful candidate has worked more than:
180 hours as a MHR Employee,
or 120 hours as a Moonlighter
through MHR during the **first three months** since date of registration on MHRM (**Not exceeding the BCEA**).
6. **The recruitment referral fee payment will only be processed if the documentation comply with the following criteria:**
 - Comprehensive and accurate details are stipulated on the "Application for recruitment referral fee" form (**Annexure 1**).
 - All supporting documents are attached as per the procedure below.
 - The recruitment referral fee application is authorised by the MHR Branch Manager.

PROCEDURE

Steps	Actions
1	<p>Recruiter approaches the nearest local MHR office and presents the recruited candidate to the MHR representative. The following process continues:</p> <ul style="list-style-type: none"> • Candidate and recruiter complete and sign the “<i>Application for recruitment referral fee</i>” form (Annexure 1). • MHR representative checks MHRM, completes and signs the “<i>Application for recruitment referral fee</i>” form confirming that the recruited candidate is not yet registered with MHR and that the candidate was recruited by the recruiter. • MHR representative sends the completed and signed form to the region’s Assistant Branch Manager to keep on record. <p>NOTE: In the event where the candidate is recruited at a remote location; the recruiter to present the candidate to the HR Manager at the specific location to send the completed and signed “<i>Application for recruitment referral fee</i>” to the Branch Manager/Assistant Branch Manager at the applicable MHR branch office.</p> <p>Assistant Branch Manager/Branch Manager to contact the recruited candidate telephonically to reconfirm the recruitment information as per the completed “<i>Application of recruitment referral fee</i>” form.</p>
2	<p>Once the recruited candidate meets the criteria as per Section 5 of the policy statement; the Assistant Branch 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>Application for recruitment referral fee</i>” form. • Prints 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 printed from MHRM to the MHR Branch 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 Branch Manager checks all the above documentation and signs the completed “<i>Application for recruitment referral fee</i>” form (Annexure 1).</p>
4	<p>The authorised “<i>Application for recruitment referral fee</i>”, MHRM proof of bank details and panel member work history (ML305 report) is sent to the MHR Pay Office for payment.</p>
5	<p>After the payment has been processed by the MHR Pay Office, the Assistant Branch Manager captures the candidate and recruiter details on the “<i>MHR recruitment control sheet</i>” (Annexure 2).</p>
6	<p>Branch Manager/Assistant Branch 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
Application for recruitment referral fee	Annexure 1
MHR recruitment referral control sheet	Annexure 2
Basic Conditions of Employment Act: http://www.labour.gov.za/DOL/legislation/acts/basic-conditions-of-employment/basic-conditions-of-employment-act-and-amendments	

APPLICATION FOR RECRUITMENT REFERRAL FEE

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 _____*
 Job description: _____

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 as stipulated in this policy. I have confirmed with MHR that my banking details are correct on the MHRM system.

Signature of Recruiter **Date recruited**

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

CATEGORY (INDICATE WITH AN X):

Doctor	<input type="checkbox"/>	R2,200.00
Pharmacist	<input type="checkbox"/>	R2,000.00
Professional Nurse: Specialised Unit	<input type="checkbox"/>	R1,200.00
Professional Nurse: General Unit	<input type="checkbox"/>	R1,000.00
Enrolled Nurse: Specialised Unit	<input type="checkbox"/>	R900.00
Enrolled Nurse: General Unit	<input type="checkbox"/>	R700.00

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

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 as stipulated above. **Acknowledgment if candidate was 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.*

Signature of MHR Representative **Date**

FOR OFFICE USE ONLY

MHR documentation compiled by: _____ Date: _____

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

Total amount of hours worked: _____ **(Hours)**. MHRM proof of banking details of recruiter attached:

Complete section if applicable: Final pass mark for assessments (Theoretical, Practical, Interview): _____

Positive Personnel Assessment received **(YES/NO)**: _____ Orientation completed **(YES/NO)**: _____

FINAL APPROVAL SIGNATURE: MHR Branch Manager **Date**