



Program Terms and Conditions

Helping Hands is Supplemental Health Care's referral program that pays you to help us build our team of health care professionals.

Program Overview

- The Helping Hands referral program provides two payment options for the referral of health care professionals to Supplemental Health Care:

Monthly Payment Program: this payment option pays qualifying individuals one dollar (\$1.00) per hour for each regular or overtime hour that the person referred works for Supplemental Health Care each month

One-time Lump Sum Payment: this payment option pays a pre-defined flat sum payment to the referring individual once the referred person has reached the established hours worked requirement

- Referral payments will only be offered on referrals of individuals who have never worked for any division of Supplemental Health Care
- You have a payment choice on every individual you refer, however, once selected, you cannot change your payment option on an individual
- There is no limit on the number of people you can refer
- You can refer individuals of any specialty to any division of Supplemental Health Care
- There is no guarantee that the people you refer will be employed by us, as all hiring and placement decisions are at the sole discretion of Supplemental Health Care
- If you are enrolled in our 401(k) plan, your deduction and matching will apply to the Helping Hands payments the same way it does for regular pay
- Federal, state and local taxes (as applicable) will be deducted from the Helping Hands payment if you're an employee
- In order for non-employees to receive payment, they must submit a W-9 at the time the referral is made and will receive a Form 1099, reporting the referral payment as income, at the end of the year
- Supplemental Health Care office staff and family members of Supplemental Health Care office staff are not eligible for referral payments



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Monthly Payment Program

- To be, and remain, eligible for our Monthly Payment Program, you must:
 - ✓ Have worked at least one shift in the past twelve (12) months through any Supplemental Health Care division
 - ✓ Have current and correct contact information on file with us
 - ✓ Be in good standing with Supplemental Health Care
- For referred individuals who start on or after October 1, 2008, monthly payments are one dollar (\$1.00) per hour for every regular and overtime hour worked by the person referred, regardless of skill set
- For referred individuals who started on or before September 30, 2008, monthly payments are seventy-five cents (\$0.75) per hour for every regular and overtime hour worked by the person referred, regardless of skill set
- There is no limit on the number of hours for which you can be paid
- You will receive payments each month that the person(s) you referred works for Supplemental Health Care, so long as you remain eligible for the program
- Should any person you refer take a break from employment with us, payments will begin again once they start back to work with us, so long as you remain eligible for the program
- Monthly payments are not made on holiday, on-call, call-back, vacation, or orientation/training hours
- Supplemental Health Care has the right to change or end the monthly payment option at any time. If that happens, we will pay you a one-time fee for each person you have referred who is working at that time. The fee will be equal to the amount paid for a one-time lump sum payment minus any monthly payments already made
- In special circumstances, such as employee being called into active military duty, Supplemental Health Care reserves the right to waive or extend the 12-month rule as deemed appropriate

One-time Lump Sum Payment Program

- All non-employees and active, past, and prospective employees are eligible for one-time payments. One-time payment amounts and hours worked requirements are set by the individual Supplemental Health Care offices. Ask your recruiter for more information
- Supplemental Health Care has the right to change or end the one-time payment option at any time