

Did you know we offer more than just an incredible place to work?

Warm Welcome Scheme

Join our team and receive
up to **£5000** welcome
payment



Overview

Warm Welcome Scheme

The scheme

We are delighted to be offering up to £5000 to welcome you to our Trust. This payment is to thank you for bringing your expertise and knowledge to our Trust, to a particularly hard to fill role.

How does the scheme work?

For roles identified as eligible by our Recruitment Control Panel, successful candidates will receive up to £5000 warm welcome payment.

You will receive

- 50% of Warm Welcome payment (£2500) following 3 months service with the Trust
- 50% of Warm Welcome payment (£2500) following 12 months service with the Trust

This scheme runs alongside our Refer a Friend and Relocation policy.

How do I earn this payment?

To earn this payment, you must meet the **eligibility criteria**. Once you have completed the required service with the Trust, you can then complete an expenses request to receive the payment.

Who is eligible?

To be eligible

- The vacancy must be shown as attracting this warm welcome payment in the advert.
- The employee must not have been employed by the Trust in any capacity, for 5 years prior to the application to an eligible role.
- The candidate must reside outside of Dorset at the time of application.

How do I receive payment?

When you have completed the required 3-month service with DCHFT, you will need to complete the Warm Welcome Expenses Request Form (found at the end of this document & on the intranet). This process will need to be repeated at 12 months of service.

Once completed please return this to recruitment.medical@dchft.nhs.uk who will confirm eligibility and process payment within 14 working days.

Terms and Conditions

1. The payment (of £2500) will be paid directly to you, via expenses following 3 months employment with the Trust.
2. The second payment (of £2500) will be paid directly to you, via expenses following 12 months employment with the Trust.
3. If you leave the Trust within the first 12 months of service, you will need to repay the 3 months warm welcome payment (£2500).
4. The payment will be subject to standard deductions of Tax and NI but will not be pensionable.
5. The scheme is not applicable to workers on the Trust Bank moving to a substantive or fixed-term post.
6. The bonus will not be paid to employees already employed in the organisation in either a substantive or a bank role or is re-recruited after an absence of less than five years.
7. This scheme will only apply to substantive Consultant roles approved by the Recruitment Control Panel.
8. It is your responsibility to proactively claim the payment within the time stated.
9. The scheme is only applicable to active vacancies, and only for adverts that indicate eligibility.
10. This scheme will not be applied retrospectively to any previously recruited or offered candidates.
11. Bonus payments are only paid if all mandatory training is up to date, satisfactory and in date appraisal & satisfactory attendance, no open disciplinary investigation or action in place and you remain in employment in the Trust.

Warm Welcome Scheme - Expenses Application

Employee Details

Name: _____ Employee Number: _____

Job title: _____

Grade/Band: _____

Date of application: __/__/__

Date of start date: __/__/__

Claim details – Payment 1

Payment of £2500 will be made upon joining the Trust.

To claim this please tick and sign the below

I can confirm the role I have joined DCHFT on was eligible for this scheme ☐

I understand if I leave the Trust employment prior to 12 months service, I will need to refund the full payment 1 amount of £2500 ☐

Signed _____

Date: __/__/__

To be completed by WFR authoriser

Date of eligibility check: __/__/__

Date of Memo to Payroll: __/__/__

Claim details – Payment 2

Payment of £2500 will be made following completion of 12 months service with the Trust

To claim this please tick and sign the below

I can confirm the role I have joined DCHFT on was eligible for this scheme ☐

I can confirm I have now completed 12 months of continuous employment with DCHFT ☐

Signed _____

Date: __/__/__

To be completed by WFR authoriser

Date of eligibility check: __/__/__

Date of Memo to Payroll: __/__/__