

HIRE REFERRAL REWARD PROGRAM

The District will pay a stipend to encourage our current employees to refer quality people to our organization. The staff member will receive up to a \$1500 stipend if the referral is hired. Employees eligible to receive the stipend include Certified Staff, Support Staff, Substitutes, Club Advisors, and Coaches, (District Leadership Team members and student workers are excluded). The following are guidelines for this program:

- Most positions are eligible for the reward program. Exceptions include aquatics, student workers, and seasonal employees.
- Referral stipend will be paid as follows: \$150 after the candidate has been with the district for 1 month, \$250 after the candidate has been with the district for 6 months, \$350 after the candidate has been with the district for 1 year, and \$750 after the candidate has been with the district for 2 years.
- Once a referral is hired and the candidate has worked for the district, 1 month, 6 months, 1 year, and 2 years, the employee that made the referral will receive the stipend during the next scheduled payroll. The employee who makes the referral must be employed with the Stanley-Boyd School District at the 1 month, 6 month, 1-year, and 2-year marks of when the stipend would be awarded in order to receive the stipend.
- Employees will be eligible for the stipend providing the candidate remains actively employed by Stanley-Boyd School District. For example, if a temporary employee was hired to work 6 months the employee would be paid \$150 after the candidate has been with the district for 1 month and \$250 after the candidate has been with the district for 6 months.
- Employees will be eligible for the stipend based on how many days the Substitute Teacher they referred works. For example, if the Substitute Teacher works 20 days they will receive \$150. Once the Substitute works 30 or more days they will receive \$250 and if the Substitute Teacher works 40 days of a year they will receive \$350.
- There is no cap on the number of referrals an employee can make. All stipends will be paid accordingly.
- Candidates must identify on their application or in WECAN the employee referring them to Stanley-Boyd Area Schools.
- If two or more employees refer the same candidate, only the first referrer listed will receive their referral award.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- Certified Staff candidates must apply on WECAN for the employee to receive the referral award.

Approved: April 22, 2024