

Applicant Referral

The school recognizes that current employees' peer and professional networks are often a source of high-quality applicants for current/future positions. To support and promote applicant referrals, starting January 1, 2024, the school will offer a \$1,000 referral bonus to eligible employees who successfully refer applicants to eligible openings.

Eligible openings are those in the Executive Team, Leadership Team, and Faculty/Staff level of the Organizational Chart (Classroom/Special Education Teachers, Interventionists, Office Manager, Student Support, Coordinators). Other Support Staff positions (Instructional Assistants, Administrative Assistants) are not eligible.

All full-time, currently employed employees are eligible for this referral bonus with the exception of those on the Executive and Leadership teams. Additionally, any employee who refers an applicant cannot participate in the interview or hiring process of the applicant without waiving the bonus.

Additionally, an applicant **must** note the referring employee on their employment application.

A referral is deemed successful in two phases:

- When an applicant accepts an offer letter, half (\$500) of the bonus will be scheduled on the employee's next regular payroll.
- If the applicant is still employed on September 15th of the academic year, the second half (\$500) of the bonus will be scheduled on the employee's September 30th payroll.

If the employee's employment ends before either payment is scheduled, the bonus will be forfeited.