



Employee Referral Incentive Program

REFER FRIENDS EARN REWARDS!

Do you know a teacher who would make a terrific addition to the Christina School District? Earn up to \$1,500 for a successfully hired referral!

PURPOSE

The purpose of the Employee Referral Incentive Program is to provide a referral incentive to a current employee who brings a new teacher to the Christina School District (“the District”) by referring applicants who are subsequently selected and successfully employed in a classroom Teacher position, and provide a sign-on bonus for the selected Teacher candidate.

What are we looking for? Christina School District is looking for teachers that will bring their skills, experience, and energy to a collaborative learning environment. We want to connect with potential colleagues that are reflective, seek and apply feedback effectively, make informed decisions based on data, and work collaboratively with others to achieve common goals. Successful referrals will have a passion for education.

Please note: The Christina School District can offer a permanent contract to a full certified teacher at any time of year! Be sure to share this with prospective teachers.

ELIGIBILITY and PARTICIPATION

Applicant- Applicants are persons not currently employed by the District who have applied for a vacant Teacher position within the District.

Referral Incentive - Employees may receive a referral incentive payment for making a successful referral of a Teacher candidate to fill a vacant Teacher position in the District. Employees may receive multiple incentive payments. The incentives are as follows:

- Certified Special Education Teachers- \$1,500
- Certified Teachers in [High Needs](#) Areas- \$1,000
- Certified Teachers in Non-High Needs Areas- \$500

Referring Employee - All employees of the District are eligible to receive a referral bonus with the exception of at least the following:

- Employees in Administrator positions
- Employees whose referral is a direct result of their regular job if it includes the recruitment of employees (i.e. attendance at job fairs, social media marketing, etc.)
- Employees directly involved in the selection process of the Teacher

Sign-on Bonus - Teachers hired through this referral program may receive a sign-on bonus payment of \$1,500. Eligible Teachers will receive payments in accordance with these guidelines.

Successful Referral - In order for the referral to be considered successful, the selected Teacher must be eligible for employment as a Teacher and must remain employed by the District for a minimum of 91 contractual days in the school year.

Teacher – The new Teacher must be eligible for appropriate license and certification to serve as the primary teacher for classroom instruction, including teachers serving as the special education teacher in a SAM or TAM setting.

PROCEDURE and GUIDELINES

1. Candidates must list the name of the referring employee on their employment application in order for the employee to be eligible for the referral incentive.
2. Employees must complete this [Teacher Referral Form](#) and submit to Human Resources prior to or in conjunction with receiving the candidate's application.
3. Human Resources may contact the candidate to verify the referral.
4. In the event of multiple referrals for the same candidate, the first referral received in Human Resources will take precedence.
5. Referrals can only be made for external candidates and must be for a posted Teacher position.
6. Referral forms will be kept on file for the duration of the Referral Incentive Program or the contractual school year, whichever ends first. If the referred candidate has not been hired within that time, the referral will no longer be eligible for incentive payment.

Referral Incentive Payment

- Referral incentive payments will be paid to employees in a lump sum or as installments in two (2) separate payments. The employee will choose their preferred method of payment once the new Teacher has completed 91 contractual days of employment. Once selected, the method of payment may not be changed.

Sign-on Bonus Payment

- Sign-on bonus payments may be made in a lump sum or as installments of \$500 in three (3) separate payments. The new Teacher will choose their preferred method of payment upon hire and may not change their method of payment.
- Teachers accepting the sign-on bonus payment will be required to sign a 2-year employment commitment with the District. Teachers who leave the District's employment prior to completing their 2-year commitment will be required to repay a prorated portion of the sign-on bonus payment amount. Conditions of the employment commitment will be outlined in the Teacher's commitment letter at the time of hire.

The hiring process will be fair and consistent with District hiring policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.

Any appeal arising from the application of this program may be sent to the Director of Human Resources for review. Final decisions will be made in consultation with the Superintendent or his designee and will not be considered a grievance under any collective bargaining or Meet and Confer agreement.

FORMS and RELATED RESOURCES

[Teacher Referral Form](#)

[High-Needs areas](#)

This program is effective beginning November 6, 2023 and will end on June 30, 2024. The district reserves the right to revise or rescind this program at any time. If the district terminates the program, all previously obtained incentives will be honored.