

Employee Referral Program Policy

Board Approved: 9.23.21

Board Amended:

Policy Number: 455

Effective October 2021 through May 2022. May be extended by the School Board.

Description

Spectrum is always looking for high quality employees to join our team and word of mouth is often the best way to advertise. Research has shown, and our own experience supports, that new hires who come to Spectrum through employee referrals are excellent contributors and typically stay with the school longer.

If a current employee knows someone who would be a good addition to Spectrum, they may be awarded a referral bonus of a predetermined amount (less taxes) if they refer a candidate and he or she is hired and maintains employment for at least 6 months (180 calendar days).

Employees must refer candidates to Human Resources by using the attached *Candidate Referral Form*.

Program Rules

1. The position, amount of referral bonus, and timeline for hiring will be established by Human Resources in advance of advertising for the position.
2. All Spectrum employees, except the Executive Director, the Human Resource Manager, and/or the direct supervisor of the new employee (with hiring authority over the referred candidates) are eligible for the referral bonus.
3. To be eligible for an award, an employee must submit a referral to Human Resources with a *Candidate Referral Form*. The application and resume must be received within 24 hours of the referral.
4. The referring employee must agree to have his or her name used when Spectrum contacts the candidate.
5. The first employee to refer a candidate will be the only referring employee eligible for payment.
6. Only candidates who meet the essential qualifications for the position will be considered.
7. Referring a person does not guarantee they will be considered or interviewed.
8. Candidates will be evaluated for employment consistent with Spectrum policies and procedures.
9. All information regarding the hiring decision will remain strictly confidential.
10. The referring employee must be employed by Spectrum during the hired candidate's first 180 calendar days of employment to receive payment of the referral bonus.
11. Any disputes or interpretations of this Employee Referral Program will be handled through Human Resources.
12. All referral bonus payments will be paid after 180 days have passed since the referred employee's first day of employment at Spectrum.

Candidate Referral Form

Job Title: _____

Potential Candidate's Full Name: _____

Referral Date: _____

Referring Employee's Name: _____

Referring Employee's relation to the potential candidate: _____

*I have read and understand the Employee Referral Program rules.*_____
Referring Employee's Signature Date

Candidate's resume or application must be submitted to Human Resources within 24 hours of this referral.

INTERNAL USE ONLY:

Potential candidate hired: Yes _____ No _____

Referred candidates start date of employment: _____

Target date for award payment (180 days from employment start date): _____