

# REFERRAL & RETENTION BONUS PROGRAM for the 2022-2023 SCHOOL YEAR

## REFERRAL BONUS

Recognizing the pressures our school system is under due to staffing shortages of key positions, we are announcing a **Referral & Retention Bonus Program** through which all staff will be eligible to receive a **\$500 employee referral bonus** for each candidate successfully onboarded into key roles.

Do you have a neighbor or relative who might make a great Para Educator at your school? A friend who could be a perfect Substitute Teacher or Substitute Para?

If the answer is yes, you may be eligible to receive this referral bonus. To learn more, read the FAQs below.

## REFERRAL BONUS FAQs

### **Who is eligible for the referral bonus?**

Effective July 1, 2022, to June 30, 2023\*, all SJISD employees who refer a candidate in the key positions below, who meets all the following criteria are eligible for the referral bonus:

- Referring employee remains employed by SJISD through the payment date.
- Referring employee is designated by the candidate as the referring employee on the application for employment.

### **What are the key positions the bonus applies to?**

- Special Education Teachers
- Para Educators
- Substitute Para Educators
- Substitute Teachers
- Bus Drivers

### **Are there any rules about who can be referred besides candidates in the above positions?**

Yes. In addition to the specific positions this applies to, the following rules apply:

- The referred candidate must be new to SJISD.
- The referred candidate must be successfully hired for or during the 2022-2023 school year and must remain employed through the 90-day probation period or frequency period.

### **Is there a limit to how many candidates I can refer?**

No. There is no limit.

### **When and how will I receive the referral bonus?**

The referral bonus will be paid to eligible employees no later than the second payroll date immediately following the end of the candidate's probationary period. For referred Substitutes, the referring

employee will be paid the month following the month in which the Substitute has reached the frequency threshold in the school year.

**What is the 'Frequency Threshold' for Substitutes?**

The referring employee is eligible to receive a \$500 referral bonus for each Substitute Teacher or Substitute Para referred, when the Substitute has been successfully onboarded **and** has fulfilled 50 assignments within the school year.

**How long is the candidate's probationary period?**

The candidate's probationary period is 90 days.

**How do candidates indicate on their application that I referred them?**

A new field has been added to the application form in TalentEd for this purpose.

**The candidate I referred did not list my name on their application, but I referred them, can I still be paid?**

If the candidate failed to list your name on their job application, they can provide written attestation after the fact.

**How will I know if the candidate I referred was hired?**

Upon successfully being hired, Human Resources will send the referring employee an email to inform them the candidate they referred was hired.

**How will I know if the candidate I referred completed their 90-day probationary period or met the frequency threshold and that I will receive my referral bonus?**

Upon the candidate's successful completion of their 90-day probationary period or having met the frequency threshold, the referring employee will receive an email notification informing them of their referral bonus. This communication will include the expected timeline for payment.

**Will my referral bonus be taxed?**

SJISD will deduct mandatory withholding as required by law. This includes FICA, Medicare, Unemployment, PFML and Retirement (if applicable). The bonus will be paid as a separate line item on your paycheck.

Contact Cynthia McVeigh with any questions [cynthiamcveigh@sjisd.org](mailto:cynthiamcveigh@sjisd.org) or x7904.