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## Employee Referral Program

### Overview

Referral Program will be in effect from September 6, 2023 through November 6, 2023

Employees will receive \$750 per hired referral

- \$375 after 30 days of employment & \$375 after 90 days of employment
- Referrer must be actively employed at WSD in order to receive the bonus
- Chance to win a “raffle” for those who participate in the program

### Eligible Positions

Which vacancies are considered eligible for the referral bonus program:

- Available for ALL full or part-time vacancies
  - Superintendent reserves the right to “double” the bonus for high priority positions
- Not applicable for seasonal or substitute positions
- Not applicable for administrative positions

### Referral Rules

- The bonus is not retroactive
- The first person to refer the candidate receives the bonus
- The referred candidate is not eligible if they are re-hired after a break in service from Wilson School District of less than 1 year
- If two or more employees refer the same candidate, only the first referrer will receive the bonus

### How do I Refer?

- District employee completes the [referral form](#) with the necessary information and submits it along with a copy of the candidate’s resume (if available) to [HR@wilsonsd.org](mailto:HR@wilsonsd.org)
- Ask the candidate to submit letter of interest to [HR@wilsonsd.org](mailto:HR@wilsonsd.org)
- District employee instructs the potential new hire to visit the district website, click on “employment opportunities” and apply for the position
- The referred applicant must identify the referring employee as the referral source at their interview

### Who can Participate?

All employees are eligible to participate in our referral program except:

- District Leadership Team Members
- Anyone part of the hiring process for the open position
- **Note:** Hiring managers won’t qualify for the bonus if referring anyone for a position for which they are directly or indirectly responsible. But they can refer someone for a position that’s in a different department, office, or function.

*\*Referral bonuses are subject to taxation and are not retirement-covered compensation.*