

TEACHER REFERRAL BONUS POLICY

PURPOSE:

The purpose of the Teacher Referral Bonus Program is to incentivize current full-time employees to bring in new talent to the district by referring applicants who are subsequently selected and successfully employed in an identified instructional position.

Who better to recommend strong teaching candidates to our District than our current employees? You know what it takes to develop relationships with students, develop engaging strategies, and implement rigor and differentiation as you plan for ways to ensure students' success. If you know someone who would be an excellent classroom teacher in SCS, please let us know by completing the Teacher Referral Form.

ELIGIBILITY:

The Teacher Referral Program allows full-time District staff to refer high quality candidates for teaching vacancies and other critical, hard-to-fill instructional positions. In return, the referring employee will receive a cash bonus in the amount of \$500.

- C-level positions, Hiring Managers and any other members of Human Resources are not eligible for the referral bonus.
- Interns, temporary, substitute and part-time employees are not eligible for the referral bonus.

PROCEDURES:

- The referring employee must fill out SCS's electronic candidate referral form prior to the candidate having an application on file with Shelby County Schools in order to be eligible for the referral bonus.
- An employee's referral does not constitute an application. The candidate must still complete an application via ICIMS to be considered for a position.
- After SCS employees refer a teaching candidate through SCS's electronic referral form, candidates will receive an email outlining next steps to submit an SCS teaching application. Candidates must use the link in the email to submit their SCS teaching application in order for employees to be eligible for referral bonuses.
- If more than one employee refers the same candidate, only the first employee to submit the referral form will be eligible to receive the bonus.
- Internal candidates are not eligible for submission to the teacher referral program.
- Hiring managers may not receive referral credit for employees they hire into their department(s) or for hires made within the organization where they may have indirect influence on the selection process.
- Full-time benefit eligible, current employees of Shelby County Schools will receive a \$500.00 referral bonus for referring candidates that are hired into regular full-time teaching/instructional positions.
- Referred hires must remain continuously employed for a minimum of six months before the referral bonus is paid.
- If the referral is terminated or voluntarily resigns during the 6-month period, the bonus will become void and non-payable.
- Referrals expire after six months if the candidate has not secured a position, at which point, another employee may refer the candidate and receive the referral bonus if all criteria are met.

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- Former employees, substitutes, interns and temporary workers or contractors are not eligible for submission to the district’s teacher referral program.
- Referrals must meet the stated qualifications for the eligible job openings and will be required, the same as all other applicants, to demonstrate their skills or aptitude to perform the particular job for which they've been referred.
- All referrals will receive equal consideration and will be processed in the same way without regard to race, color, religion, sex, marital status, national origin or citizenship status, or disability.

ADMINISTRATION:

Teacher Referral Bonuses are paid once every quarter or four times throughout the school year. Please see the approved payout schedule for FY22.

SUPPLEMENTAL PAY TYPE	PAY DATE
Teacher Referral Bonus	February 2022
Teacher Referral Bonus	April 2022
Teacher Referral Bonus	May 2022

- Entire bonus is subject to applicable tax withholding.
- The referring employee must be active on date of payout and will not receive the bonus if he/she leaves with or without cause prior to their referral meeting the 6-month requirement.

Any referral bonus payments outside of the already established and approved guidelines/pay schedule as indicated in this document will require approval by the Chief of Human Resources.



If you have questions about the Referral Program, please contact Employee Connect by linking to their online form located here: [Ask HR](#) or call 901.416.5304.