



## Clayton Valley Charter High School Employee Referral Incentive Program

Having highly qualified and energetic professionals in our school is a major key to success. What's even more important is having professionals who fit CVCHS' school culture and vision for the future. To encourage and recognize our employees' support of this endeavor, beginning June 1, 2016, CVCHS will offer an employee referral incentive to all CVCHS employees, except the Executive Director, for each qualifying applicants referred to and hired by CVCHS, in accordance with the program described below:

### **Referral Incentive Amount:**

Up to \$1,000.00 can be awarded, which is split into two installments of \$500.00 each.

The first installment is awarded upon the CVCHS Board approving the hiring of the referral, and the second installment is awarded following the first day of the referral's second consecutive year in the position for which they were hired.

Employees can refer an applicant for any open position. For a current list of job openings, go to [www.claytonvalley.org](http://www.claytonvalley.org).

### **Employee Eligibility:**

All CVCHS employees are eligible for the referral incentive, except the Executive Director. Employees do not qualify for the referral incentive if the referred applicant is an immediate family member, defined as one of the following relations to the employee: spouse, parent, step-parent, parent-in-law, sibling, step-sibling, sibling-in-law, child, step-child, or adopted child.

Referrals will be considered eligible for up to one year after the submission of the application date.

Substitute teachers are also eligible to receive the referral incentive.

### **Program Rules:**

The Employee Referral Incentive Program is intended to connect CVCHS with highly qualified applicants in all areas who would not otherwise have applied or been contacted by CVCHS. The administration will review each application received on EdJoin that references a current staff member as the referring employee.

Employees attending any Recruitment Event for the purposes of hiring qualified candidates, shall not be eligible for the referral incentive, should the applicant be interviewed and hired at a later date.

The referral policy is available at [www.claytonvalley.org](http://www.claytonvalley.org) under the Staff tab.

Referring employee should advise the candidate to reference the employee when completing their application, by checking the appropriate box and indicating the referring employee's name, **prior to CVCHS administration's first communication to the applicant**, in order to be eligible for the referral incentive. Referral incentives will only be considered if the applicant has submitted their application through EdJoin.

There is no limit to the number of referral incentives one employee can be awarded, so long as each individual referral is qualifying.

**Frequently Asked Questions:**

**Can newly hired employees receive a referral incentive?**

Yes. Once a new employee has been hired by action of the CVCHS Board, that employee is eligible to participate in the referral incentive program.

**How is the referral incentive paid out?**

Following the qualifying referred applicant's hiring by the CVCHS Board, the referring employee will be issued the first \$500.00 installment, with applicable taxes withheld. Upon the completion of the qualifying referred applicant's first day of their second consecutive year of employment with CVCHS in the position for which the applicant was hired (one full year's employment + one day), the referring employee will be issued the second \$500.00 installment, with applicable taxes withheld.

**If I refer someone who gets hired, but I am no longer at CVCHS when my referral has met the requirements, do I still receive the incentive?**

Yes. Employees are eligible to receive the referral incentive if the person an employee refers accepts an offer from CVCHS within one year of the referral being submitted, including former employees who made the qualifying referral while employed at CVCHS.

**What if multiple people refer the same applicant?**

Only one CVCHS employee can be reference on a candidate's application that is completed on EdJoin.