



## **Equitas Academy Referral Bonus Program Guidelines**

Equitas Academy has adopted a program to encourage recruitment of staff by offering a \$500 bonus to employees who refer a successful candidate. A successful candidate is defined as one who accepts an offer to work at Equitas Academy, is hired, and has completed a minimum of 90 days of working as an Equitas Academy employee. Employees and incoming employees may refer multiple candidates and will receive \$500 for each successful candidate.

### **Who is eligible for the bonus:**

- All current employees, except for Director or C-level staff
- All incoming employees, except for Director or C-level staff

We have structured the bonus program to reward employees and incoming employees who refer a staff member in particular positions that are harder to fill.

### **What positions are eligible for the bonus:**

- Full-time, salaried, hard-to-fill positions such as Teachers, School Leaders, Network staff, and Special Education staff
- Hourly positions are not eligible for the bonus

### **How to refer a candidate:**

- All employees wishing to refer a candidate must fill out the electronic “Employee Referral Form for 2018” and/or candidates must include the employees name as the referral source when submitting an application.
- The bonus will go to the employee who referred the candidate first.

### **When will employees receive the bonus:**

- For new teachers or staff referred who start at the beginning of the school year (August), the referring employee will receive the bonus with their December 30th paycheck, after the new employee has completed their first semester at Equitas Academy.
- For staff hired throughout the year, the employee will receive their bonus after the referred employee has completed 90 days of employment with Equitas Academy.

### **Raffle:**

- Equitas Academy will hold a raffle drawing each Spring for all employees who referred candidates, even if they were not successful candidates. All employees who referred candidates during the period will be eligible to receive a prize.



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