

## **GSCS Employee Referral Bonus Program**

Effective November 1, 2016

GSCS believes the most important factor in the success of students and our school system is the quality of our teaching force. We seek to build on the talent that we already have in the school system by hiring teammates who have the strong work ethic and high expectations necessary for all of our students to graduate college and career ready. To encourage and recognize employee participation in bringing additional talent to GSCS, we will offer an employee referral bonus to any staff member who refers a **certified classroom teacher** or **speech language pathologist** that is hired by GSCS for at least 90 days.

**Referral Bonus:**       \$500

### **Eligibility:**

All GSCS employees are eligible for the referral bonus, with the following exceptions:

- Board Members
- Cabinet
- Principals
- Members of Human Resources
- Hiring manager for that role

### **How It Works:**

- The referral bonus program is intended to connect us with *certified classroom teachers or speech language pathologists that we would not otherwise have found*. We reserve the right to let you know if we have already connected with your referral, thereby making you ineligible for the referral bonus. (Employees are not eligible to earn a referral bonus for GSCS student teachers.)
- The applicant must list your name on his/her job application under “Referral Source” prior to interviewing for a position with the school system.
- There is no limit to the number of referral bonuses one person can be awarded.
- You remain eligible to receive a referral bonus for any candidate that names you as the “Referral Source” for up to one year after the application is created.
- Substitute teachers are also eligible to receive the referral bonus.
- Referral bonuses will not be split between employees. If an applicant lists more than one employee as the referral source, then the first employee listed with receive the bonus.

### **Bonus Payment:**

After the individual you referred has signed a contract and reported to work, you will be paid the \$500 bonus on the September 30<sup>th</sup> pay check, with applicable taxes applied.

## **Frequently Asked Questions:**

### **For the purposes of the referral bonus, what is the definition of a certified classroom teacher? speech language pathologist?**

The candidate must hold one of the following:

- Induction teaching certificate (includes GATAPP candidates)
- Permit
- Professional teaching certificate
- Advanced professional teaching certificate
- Lead professional teaching certificate
- SLP with Georgia certification or a Certificate of Clinical Competence

**Note:** A “waiver certificate” is not a certificate. Waivers are issued if and when the candidate does not meet certification requirements.

### **Will I receive a bonus for referring a Media Specialist, School Counselor, School Nurse, Social Worker or School Psychologist?**

These jobs are not included in the referral bonus program at this time.

### **If I refer someone who gets hired, but I am no longer a GSCS employee on September 30<sup>th</sup>, do I still receive the bonus?**

Yes. You must only be a GSCS employee or substitute at the time the referral is submitted.

### **Can a newly hired employee receive a referral bonus?**

Yes. All other conditions apply.