

## Employee Referral Policy

July 2018

### Policy:

Breakthrough Schools' staff members are encouraged to refer eligible candidates for employment in our network. Breakthrough will pay a referral bonus to any current employee who refers a candidate that is subsequently employed within the Breakthrough network as a result of that introduction provided all of the terms of this policy are met. The amount of the referral bonus depends on the position and start date for which the referral is hired:

- **\$250 for a successful referral resulting in the hire of:**
  - A teacher or school leader (Dean, Director of Curriculum and Instruction, Academic Coordinator, Head of School/Principal, Assistant Principal) for the *upcoming* school year
  - An individual for current or upcoming non-teaching vacancies (Network Support, Operations, Friends of Breakthrough)
- **\$500 for a successful referral resulting in the hire of** any immediate teaching or leadership (Dean, Director of Curriculum and Instruction, Academic Coordinator, Director of Operations, Principal, Assistant Principal, Model Leader) openings for the *current* school year

### Payment:

The bonus will be paid in two parts:

1. 50% of the referral bonus will be included in the referring employee's paycheck immediately following the referral's first day of work within the Breakthrough network.
2. 50% of the referral bonus will be included in the referring employee's paycheck immediately following the referral's successful completion of 90 days of work within the Breakthrough network.

### Eligibility:

An eligible employee may refer a qualified candidate for any open position within the Breakthrough network. Current or former employees do not qualify as eligible candidates for referral. This referral bonus does not apply to individuals who are normally responsible for recruiting and hiring functions, including, but not limited to the following employees:

- Members of the Human Capital Team
- School Leaders (Principal, Assistant Principal level staff, Director of Operations)
- Model Leaders
- Chief Executive Officer, Chief Operating Officer, Chief Information Officer, Chief Talent Officer
- Network Support Team Leaders
- Friends of Breakthrough (President, Executive Director)
- Temporary Employees
- Contract Employees
- Board Members

## Other Award Terms:

- A referral must be hired as a regular, full-time employee.
  - If a referral is made that results in a part-time employee hire, the employee who initially referred that individual will be rewarded with a bonus only if the part-time employee becomes a full-time employee within one year of the date the referral application was received.
- The new employee must have a hire date within one year of the date the referral application was received.
- The referring staff member must be employed within the Breakthrough network at the time the bonus is paid. Referral bonuses are gross amounts and are subject to all of the legally required payroll deductions.
- Referral awards will not be paid:
  - For intra-network transfers, departmental moves, or promotions.
  - For duplicate referrals. The first Breakthrough employee to refer a candidate will receive the bonus award. An entry will also be considered “duplicate” if the candidate’s resume or referral is already in Breakthrough Schools application management system. To determine when a referral was made, Breakthrough’s Talent Acquisition team will refer to the time stamp included in the “Breakthrough Schools Employee Referral” Form.
  - If the referral has already been engaged in the job application process with Breakthrough Schools prior to the time you complete the referral application.
  - If the referral has previously been employed within the Breakthrough network.
  - If the candidate has applied for the same job independently, has been referred by another source such as a recruitment agency, or has applied for another position with Breakthrough Schools within the past year.
  - Verbal referrals. The completed referral form will be considered the only source for that candidate for a one-year period from the date of referral.
- Where either party’s contract of employment (or at will employment) is under notice of termination (whether given by the employer or the employee) at the time the payment or installment is due to be paid, Breakthrough Schools reserves the right to not pay the bonus/installment.
- No retroactive recruitment referral applications—i.e. referrals made after the fact—will be accepted.

## Procedure:

An eligible employee must follow these two steps in order to qualify for a referral bonus:

1. Go to the [online referral form](#).
2. Complete the referral form, including the referral’s name, contact information, an explanation as to how you know them, and why you think they’d be a good fit with the Breakthrough network.