

BREAKTHROUGH

PUBLIC SCHOOLS

FY23 Employee Referrals – 06.20.22

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 in an instructional school-based role within the Breakthrough network because of that introduction provided all terms of this proposal are met. Referrals must be made through the referral form to be eligible for payout.

\$2,000 for a successful referral resulting in the hire of:

- A teacher
- Other instructional supports including building substitute, in-school reflection coordinator, or instructional aide
- Instructional school-based leader (Dean of Culture, Dean of Instruction, Principal)
- Counselor/Social Workers

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 end of the first full trimester 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; Managing Directors and Chief Officers of Breakthrough Public Schools; Friends of Breakthrough Leaders (President, Executive Director); Temporary Employees; Contract Employees; Board Members

Other Award Terms:

A referral must be hired as a regular, full-time employee.



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 and taxes.

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 the 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.

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FY23 Family/Trusted Partner Referrals – 06.20.22

Breakthrough Schools' families and trusted partner staff members are encouraged to refer eligible candidates for employment in our network. Breakthrough will pay a referral bonus to any current family or partner organization staff member who refers to a candidate that is subsequently employed in an instructional school-based role within the Breakthrough network as a result of that introduction provided all of the terms of this proposal are met. Referrals must be made through the referral form to be eligible for payout.

\$2,000 for a successful referral resulting in the hire of:

- A teacher
- Other instructional supports including building substitute, in-school reflection coordinator, or instructional aide
- Instructional school-based leader (Dean of Culture, Dean of Instruction, Principal)
- Counselor/Social Workers

Payment:

The bonus will be paid in two parts after receiving all required paperwork:

1. 50% of the referral bonus will be paid out directly immediately following the referral's first day of work within the Breakthrough network.
2. 50% of the referral bonus will be paid out directly immediately following the end of the first full trimester within the Breakthrough network.

Eligibility:

A Breakthrough family member or staff member of a Breakthrough partner organization 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; Managing Directors and Chief Officers of Breakthrough Public Schools; Friends of Breakthrough Leaders (President, Executive Director); Temporary Employees; Contract Employees; Board Members

Other Award Terms:

A referral must be hired as a regular, full-time employee.

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The new employee must have a hire date within one year of the date the referral application was received.

The referring Breakthrough family member or staff member of a Breakthrough partner organization must be enrolled within the Breakthrough network or employed within the partner organization at the time the bonus is paid. Referral bonuses are gross amounts and are subject to all of the legally required payroll deductions and taxes. ***No referral bonuses will be paid prior to receiving all applicable forms and documents.***

Referral awards will not be paid:

For intra-network transfers, departmental moves, or promotions.

For duplicate referrals. The first person 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 the 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.



FY23 Signing Bonus – 06.20.22

The signing bonus is a \$2,000 non-recurring and non-accumulating sum of money for newly hired staff members. The payments will be included in the first paycheck and at the end of the first full trimester. Signing bonuses are taxable and all regular payroll taxes will be withheld.

Payment:

The bonus will be paid in two parts:

1. 50% of the signing bonus will be included in the employee's paycheck immediately following the employee's first day of work within the Breakthrough network.
2. 50% of the signing bonus will be included in the employee's paycheck immediately following the end of the first full trimester within the Breakthrough network.

Eligibility:

Teachers and building substitutes are eligible for the signing bonus. Other roles are eligible for signing bonuses on a case-by-case basis after approval by the Chief Talent Officer.

Other Award Terms:

The employee must be hired as a regular, full-time employee.

Signing bonuses will not be paid:

For intra-network transfers, departmental moves, or promotions.

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.

If an employee leaves Breakthrough prior to the end of the first trimester, the second installment will not be paid.



FY23 Retention Bonus – 06.20.22

Breakthrough Public Schools appreciates the hard work and continued commitment of our current staff members. We are offering a one-time retention bonus for all eligible staff who are employed on September 30, 2022.

\$2,000 for each Breakthrough Public School employee

Payment:

The bonus will be paid in one lump sum **on October 15, 2022.**

Eligibility:

- Any full-time or part-time employees that were hired by May 26, 2022, are eligible for this bonus
- Daily substitutes or similar roles are not eligible for this bonus



Licensure Reimbursement – 06.20.22

Breakthrough Public Schools will reimburse licensure for staff members up to \$40 per year. Licenses eligible for reimbursement include:

- Ohio substitute license (1 year and 5 year)
- Ohio non-bachelor's substitute license
- Ohio pupil services license
- Ohio Resident Educator license
- Ohio professional educator license
- Ohio administrative license

For reimbursement, an employee must submit documentation of payment of a valid license. Reimbursement will be paid through an employee's paycheck.