



Employee Referral Policy

Objective

As part of a comprehensive recruitment strategy, it is the policy of Breakthrough Public Schools to encourage its own employees to assist with the recruitment of new employees for hard-to-fill jobs. All candidates will receive equal consideration and will be evaluated for employment consistent with the network's recruitment and hiring policies and procedures.

Program Rules

Positions that are eligible for an employee referral bonus payment will be identified annually as being eligible for referral payment.

The amount of the bonus payment will vary, depending on the difficulty in filling the position. The referral bonus payment is taxable, and all regular payroll taxes will be withheld.

Employees who refer a qualified candidate, who is subsequently hired and remains employed for at least 30-days are eligible for the initial referral-bonus payment.

The referral must represent the candidate's first contact with BPS. In addition, the first employee to refer a candidate will be the only referring employee eligible for payment.

Former employees, retirees, rehires or persons returning from a leave of absence are not eligible candidates for referral awards.

The referring employee must agree to have his or her name used when the company contacts the candidate.

Referral Eligibility:

An eligible employee may refer to a qualified applicant for any position within the Breakthrough network that is referral bonus eligible. The referral bonus policy does not apply to individuals who are normally responsible for recruiting and hiring functions, including, but not limited to the following employees:

Managers with hiring authority over the referred position, 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 Employee and Board Members.

**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 30th 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 90th day worked within the Breakthrough network.

To be eligible for either of the two referral-bonus payments described herein, the referring employee must still be active on payroll at the specified dates of payment.

The Network reserves the right to deny bonus payments to any employee who improperly makes promises or assurances of employment to prospective or actual candidates, or otherwise engages in improper or inappropriate conduct related to this program or other workplace activities.

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.

Other Award Terms:

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

The new employee must have a hire date within 6 months of the date the referral application was received. Referral applications will be accepted beginning April 1 for the upcoming school year and the deadline to submit is September 30.

If your referred candidate starts work with Breakthrough Schools before October 31 you are eligible for 100% of the total referral bonus. If they start work November 1 or after you are eligible for 50% of the total referral bonus.

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.



Restrictions:

Referral awards will not be paid for:

Referral bonuses are not paid for candidates referred by managers with hiring authority over the referred position, 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 Employee and Board Members.

Intra-network transfers, departmental moves, promotions or If the referral has previously been employed within the Breakthrough network. Current or former employees **do not qualify** as eligible candidates for referral.

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.

The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.

If the referral has already begun the job application process with Breakthrough Schools prior to the time you complete the referral application.

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.

No retroactive recruitment referral applications—i.e. referrals made after the fact—will be accepted.

Any disputes or interpretations of this employee referral program will be handled through Human Resources.

Current SY 23-24 Referral Eligible Positions.

- An ESE teacher with full special education licensure.
- A Middle School Math or Science Teacher with full licensure
 - **Referral Incentive: \$1000**