

FORT THOMAS

INDEPENDENT SCHOOLS

EMPLOYEE REFERRAL INCENTIVE PILOT PROGRAM

PURPOSE:

The FTIS Employee Referral Program is intended to encourage and reward employees for helping us to identify and employ qualified candidates in a variety of positions. We value our employees' ability to provide insight into a candidate's relevant experience and past job performance. We have established financial rewards to incentivize most employees for providing successful referrals. The referral program is about finding qualified candidates to fill high need vacant roles. "High need" is defined as a classified position that remains vacant for 60 days or more due to lack of qualified applicants, or a position that is designated as high need by the superintendent.

REFERRAL INCENTIVE AMOUNT:

Employees who provide a successful referral may be paid up to \$800. The first payment of the referral incentive amount is paid out to the referrer in their first payroll after the referral has completed 60 days of employment. The final payment of the referral incentive amount is paid out after the referral has completed one full year of employment.

Classified High Need Position:

- 60 days: \$300
- 1 year: \$500

PROGRAM GUIDELINES:

- Procedures for identifying high need positions and placing the referral will be developed by the Human Resources Coordinator and Superintendent
- Vacant position must be deemed as high need (communicated through internal posting)
- This program is for new candidates only. Candidates that have applied to or worked for FTIS in any capacity during the last 12 months are not eligible to be referred.
- FTIS Administrators and members of the Board of Education are not eligible to receive a referral incentive
- This program is for hiring into full time positions only
- Referrals will not be accepted for jobs that are posted exclusively for internal candidates

FTIS reserves the right to review eligibility and referral incentive amounts at any time.