

Referral Incentive Policy For Head Start/Early Head Start

In our efforts to recruit qualified applicants, we are encouraging employees to refer candidates who embody the agency's culture and mission. An incentive will be paid to employees who refer qualified candidates under the following terms:

- Neither Human Resources or executive management personnel are eligible for the incentive.
- A written correspondence from the referring employee must be submitted to the Supervisor, Program Director, or HR Recruiter prior to an offer of employment to the candidate
- Referring employees will receive Five Hundred Dollars - \$ 500 (net) after the candidate have successfully completed 180 days of service. (The referring employee must be actively employed at the time of payment. This policy applies only to new hires and will not apply to re-hires.)
- The incentive does not apply for temporary or substitute classroom staff.

(Note: this policy is subject to change at any time based on program funding and staffing.)

Process

- Notification must be given to the Recruiter from the referring employee prior to an offer of employment to the candidate.
- The Program Director (or Alternate) will submit a Referral Incentive form to HR and Fiscal to process.
- The referred candidate must remain employed and not under notice of termination on any relevant bonus payment date.
- Differentials will be processed through payroll. Taxes will be covered by the agency for employees to receive the net amount of the bonus.



**REFERRAL INCENTIVE PAY FORM
FOR HEAD START/EARLY HEAD START**

DATE: _____

EMPLOYEE NAME: _____

DEPARTMENT: _____

NAME OF REFERRAL: _____

RELATION TO THE REFERRAL: _____

WHEN WAS THE CANDIDATE REFERRED: _____

DATE THE CANDIDATE BEGAN EMPLOYMENT: _____

DEPARTMENT THE CANDIDATE IS WORKING IN: _____

For Office Purposes Only:

Date Employee successfully completed 180 days (6 months) employment: _____

The Referred employee is not on any Performance Improvement Plan: _____

The Referring Employee is still actively employed with PEACE, Inc. _____

Signature Program Director

Date