Graphical user interface, text

Description automatically generatedFERRAL INCENTIVE PROGRAM FORM

Program Period: June 1, 2021 through June 30, 2022

This form is for the recruitment referral of certificated and non-certificated employees only. Please complete the form in its entirety. Forms that are submitted, but not filled in completely, will automatically be rejected for the Employee Referral Incentive Program.

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| **SECTION 1: REFERRING PERSON** | |
| Employee Name | Click here to enter text. |
| Employee ID | Click here to enter text. |
| Date | Click here to enter a date. |
| Email | Click here to enter text. |
| Department | Click here to enter text. |
| Job Title | Click here to enter text. |
| Location/Site | Click here to enter text. |

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| **SECTION 2: REFERRED CANDIDATE INFORMATION** | |
| Candidate Name | Click here to enter text. |
| Email | Click here to enter text. |
| Telephone | Click here to enter text. |
| Position Referred for | Click here to enter text. |
| Job ID # | Click here to enter text. |
| Is this individual aware that you have referred their name to CCPS for employment?  Yes  No  Would you be supervising this position?  Yes  No | |

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| **SECTION 3: SIGNATURE** |
| *I believe the individual I am referring as a job candidate is qualified and interested in the position identified above. I understand that if this individual is hired into this position as a result of this referral, I will receive $500 after the hired employee works for 30 calendar days during the school year under a contract with the Board, paid within 30 days after the new hired employee’s 30th day of work for CCPS, and $500 at the conclusion of the school year, paid within 30 days of the last workday for the newly hired employee in the school year.*  *Signature (in ink); \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* |

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| **\*FOR OFFICE OF HUMAN RESOURCES ONLY\*** | |
| Date Referral Form Received in the Office of Human Resources |  |
| Human Resources Representative Approval/Signature –  Date |  |
| Date Referral Form Sent to Payroll |  |
| Account Code | **001.01.037.7192.82** |

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| **GUIDELINES**   * All employees covered by CBA are eligible to participate in the ERIP except those deemed ineligible in the sole discretion of the Superintendent, including but not limited to members of the Superintendent’s Operations team, Office of Human Resources personnel, managers with hiring authority over the newly hired employee, anyone who represents CCPS at recruiting events, and the immediate family members of any excluded employees. In addition, temporary, summer, contract, and former employees are not eligible candidates for referral incentive payments. * To refer a potential employee, please complete this form in its entirety and return it to the Office of Human Resources, 5980 Radio Station Road, La Plata, MD 20646. * Only candidates hired to positions posted on the CCPS Careers Website are eligible to receive the referral fee. * The referring employee cannot qualify for a referral incentive payment for referring himself or herself. * **To refer a potential employee, the applicant must indicate your name in the employment application under the “Referrals” section, “How did you hear about employment with us?”** * The first employee to refer a candidate will be the only referring employee eligible for payment. * The referring employee must be employed by the Board during the newly hired employee’s first 30 days in order to receive the referral incentive payment. * The referral date cannot be earlier than the date the job opening is posted, and the first day of work for the newly hired employee must occur within 180 days of the initial referral date or May 1, 2022, whichever comes first. * The referring employee’s referral must represent the newly hired employee’s first contact with CCPS, as determined by CCPS in its sole judgment. * The newly hired employee must remain employed with CCPS through the end of the 2021-2022 school year in order for the referring employee to receive the second referral incentive payment for the referral. * A referring employee shall be limited to three referral incentive payments regardless of the number of referrals made by that employee. * The referral incentive payment is to be considered earned income for the referring employee and shall be taxed accordingly. * Both the newly hired employee and the referring employee must be on the CCPS payroll at the time of the issuance of any referral incentive payment. * The referral incentive payment is not considered salary for the purposes of calculating retirement benefits. * The Board may discontinue the ERIP at any time for any reason in its sole discretion. The referring employee shall not be eligible for any referral incentive payment subsequent to the discontinuation of the ERIP by the Board. |
| **IF YOU HAVE ANY QUESTIONS PLEASE CONTACT – humanresources@ccboe.com** |

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| **RETURN COMPLETED FORM TO:** |
| Charles County Public Schools,  **Office of Human Resources**  JESSE STARKEY BUILDING  5980 Radio Station Road  La Plata, MD 20646 |