



# ST. MICHAEL - ALBERTVILLE SCHOOLS

EXCELLENCE IS OUR TRADITION

August 20, 2021

To: Maintenance and Support Staff

From: Human Resources

**RE: Referral Form**

Thank you so much for your support of STMA Schools. To be eligible for a referral incentive, you need to complete the form below and submit this form directly to Human Resources on or before the first day the referred person starts employment with the district.

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSITION: \_\_\_\_\_

BUILDING: \_\_\_\_\_

NAME OF PERSON YOU ARE REFERRING: \_\_\_\_\_

POSITION OF PERSON YOU ARE REFERRING: \_\_\_\_\_

YOUR SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Please note the following:*

- You must be employed by the district for 14 hours a week (support staff) or 20 hours a week (maintenance) at the time you submit this referral to be eligible.
- The person you are referring must be hired in a permanent capacity for .5 FTE or more
- The amount of the referral is \$500.00. Applicable taxes may be taken out of this amount when paid.
- Only one referral may be attached to one referred employee. In the event that two referrals are received, we will accept the first come, first served.
- You must be employed by the school district at the time the referral incentive is to be paid in order to be eligible.
- The referred employee must be employed by the school district for one calendar year, or past the probationary period, before you will be eligible for the referral incentive.