



Dr. Michael Triplett, Superintendent of Schools • 3855 Lucas & Hunt Rd. • St. Louis, MO 63121 • www.normandyssc.org

Teacher Hiring Stipend Plan

Purpose of the Plan:

Normandy Schools Collaborative (NSC) is always looking for great educators, and you can help. Research has shown, and our own experience supports, that new hires who come into a District through employee referrals are excellent contributors, stay with the organization longer and are more cost-effective recruits. We are approaching a critical time and want to ensure that we have a good pool of qualified candidates to consider for teacher roles that must be filled prior to the start of the school year.

That's where you come in! If you know someone who would be a good addition to the NSC family, you may be awarded a recruitment stipend of \$2,000.00 (less taxes) if you refer a certified candidate and he or she is hired and remains with NSC for at least six (6) months and completes the current school year.

A. Plan Period

The Plan will be effective until all open teacher positions are filled.

B. General Description of Plan

A staff member must refer a qualified candidate(s) to Human Resources through the employee referral program link on the Human Resources intranet page and submitting the attached candidate referral form. Additionally, the referred candidate must enter the employee's name on the electronic application when applying for the referred position.

A staff member who refers a qualified candidate who is hired as a certified classroom Teacher is eligible for the referral stipend of \$2,000. Half of the referral stipend (\$1,000) is paid out after the new Teacher completes 180 calendar days (six months) as a classroom Teacher. The other half of referral stipend (additional \$1,000) is paid out after completion of the current school year as classroom Teacher. Payment will be processed on or before the last payroll in June.

Eligibility

1. All NSC Staff Members except hiring managers.
2. The referral date cannot be earlier than the date the job opening is posted.
3. The referral must represent the candidate's first contact with NCS. Temporary, summer, contract, and former employees of NSC are not eligible candidates for referral awards
4. Referred Candidate must enter referring staff member's name on application.

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5. Referring employee must complete a referral form and submit it to HR at the time of application.
6. The first employee to refer a candidate will be the only referring employee eligible for payment.
7. Only candidates who meet essential qualifications, including the required certification for the position as confirmed by the Human Resources Department via DESE.
8. All candidates will be evaluated for employment consistent with NSC policies and procedures.
9. All information regarding the hiring decision will remain strictly confidential.
10. The hiring of a referred participant must occur within 180 days (six months) of the initial referral date.
11. Participants must be considered fully hired as a certified classroom Teacher as determined by the Human Resources Department in order for the staff member to be eligible for the hiring stipend.
12. Human Resources Department reserves the right to NOT grant the referral stipend to staff members if the new employee worked for Normandy Schools Collaborative for any period of time between 2013 and to date.
13. In order to be paid under the provisions of the Plan, the Participant or NSC Staff Member must be employed by the District on the date of distribution/payment unless otherwise prohibited by applicable law.
14. Signing stipends will not be paid for referred Teachers who transfer to another position in the district.
15. Independent contractors are not eligible to receive referral stipends.

C. Calculation of Payments

The first payment is paid within the next two (2) pay periods after the referred employee has completed six (6) months of employment as a certified, classroom Teacher following their start date. The second payment is paid by June 30, 2022, after the referred employee has completed the 2021 school year following their start date.

Payouts and Frequency of Incentive Payments

Payment of stipends under this Plan may be made only with the approval of the Plan Administrator, or Plan Administrator Designee.

Stipends will be paid through payroll, and taxed as required by applicable law, as soon as practicable after the end of the performance period.

D. Plan Administration

The Plan Administrator will:

1. Prepare business rationale for stipend Plan need and provide business Plan information relevant to the Plan development or Plan revisions.
2. Ensure that the appropriate budgets are established.
3. Review and evaluate ongoing performance related to achievement of both individual and group targets under the Plan.
4. Prepare Plan documents and provide to Executive Leadership Team.
5. Maintain complete and up-to-date records and files which relate to the Plan (including properly completing Plan documents, maintaining supporting documentation for all payment calculations, maintaining documentation for any exceptions and related approvals).

6. Reserve the right to request approval or deny all requests for exceptions to Plan policies or procedures where issues are outside the Plan document.
7. Review applicable Plan results and calculate stipends.
8. Assist with any audit of the Plan by internal or external auditors.

E. District's Human Resources Department Responsibilities

The District's Human Resources Department is responsible for coordinating approvals and compliance with other Human Resources policies as follows:

1. Ensure required approvals for payments are obtained prior to any distribution from the Plan.
2. Ensure those decisions which may affect the job eligibility, participation, and payout from this stipend Plan are made in accordance with the District's Equal Employment Opportunity Policy, Affirmative Action Plan, and all other applicable laws, regulations, and policies.

F. No Employment Rights

Participation in this Plan does not constitute a contract of employment, an offer of employment, or a promise of continued employment for any Participant.

G. Exclusion from ERISA

The Plan is not subject to the Employee Retirement Income Security Act of 1974 ("ERISA").

H. Interpretation of Plan

District reserves the right to interpret any and all provisions of this Plan and any related documents and to resolve all questions in connections with this Plan, at its sole discretion, including the amount of any payment to be made under the Plan provisions and the identity of any persons to receive such payments.

I. Definitions

1. **Participant**
An employee of the District who was hired and served as a classroom Teacher.
2. **Plan Period**
The period, eligibility requirements, and payout frequency as described in the Plan.
3. **Plan**
This stipend compensation Plan is currently documented or subsequently amended.
4. **Plan Administrator**
Director of Human Resources
5. **Plan Administrator Designee(s)** Nicole Moore,
HR Generalist Aaron
Stapleton, HR Specialist II
6. **Transfer**
A reassignment to or from another job, department, or location within the District.

Teacher Candidate Referral Form

Employee Information

Please enter your information below. Attach the candidate's resume (optional) and submit this form to Human Resources.

First Name

Last Name

Email

Phone Number

Candidate Information

Please enter candidate information below.

First Name

Last Name

Relationship to Candidate (friend, family member, other)

Referral Date

Job Title

Job Requisition #

Employee Acknowledgement: I have read and understand the referral program rules and guidelines.

Employee's Signature

Work Location/School

Internal Use Only

To: Payroll

From: Human Resources

Charge to FC#: _____ Candidate's Hire Date __/__/__

Stipend Payment #1: Payable target date within the next two pay periods after 6 months of employment from date of hire.

Stipend Payment #2: Payable target date by June 30.

HR Initials _____