



# It Pays to Have Good Friends!

## Lyon County School District

### Employee Referral Program Procedures

#### Description

Lyon County School District is always seeking great people to work with our students and families, and you can help. Research has shown that new hires who come into a company through employee referrals are excellent contributors, stay with the company longer and are more effective recruits.

That's where our current employees come in! If you know someone who would be a good addition to Lyon County School District, you may be awarded a referral bonus of \$1,000 (less taxes) if you refer a candidate and he or she is hired and remains with the district for 6 months or longer with satisfactory job performance. You can earn a \$1,000 bonus per each referral! It pays to have good friends!

Employees must refer candidates to Human Resources through the employee referral program link online or by using the attached candidate referral form.

#### Program Rules

- To be eligible for an award, an employee must submit a referral to Human Resources with a candidate referral form.
- All Lyon County School District employees, including active substitute employees, except employees at the Executive Cabinet level and managers with hiring authority over the referred candidates, are eligible for the referral bonus.
- Hiring managers who attend recruiting fairs are not eligible for the bonus if the new hired employee was recruited from the fair.
- The referral date cannot be earlier than the date the job opening is posted. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with LCSD.
- Temporary, summer, contract and former employees of Lyon County School District are not eligible candidates for referral awards.
- The referring employee must agree to have his or her name used when the district contacts the candidate.
- The first employee to refer a candidate will be the only referring employee eligible for the incentive.
- Only candidates who meet the essential qualifications for the position will be considered.
- All candidates will be evaluated for employment consistent with LCSD policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- The referring employee must be employed by Lyon County School District to receive payment of the referral bonus.
- The referred employee must receive a satisfactory evaluation at the 6 month mark in order for the referring employee to receive the incentive(s).
- Any disputes or interpretations of this employee referral program will be handled through Human Resources.
- All referral bonus payments will be paid after the referred employee's 120<sup>th</sup> day of satisfactory employment at LCSD.