



## ORANGEBURG COUNTY SCHOOL DISTRICT REFERRAL BONUS PROGRAM (APPLIES TO TEACHER NEW HIRES)

One of the best sources to recruit and attract new teachers to the district is from our current employees. You are ambassadors for the district and you can help spread the word and get others to do what you have done – choose a rewarding career at Orangeburg County School District (OCSD). OCSD is always looking for great people, and you can help. If you know someone you think would be a great addition to our district as an educator who meets the required qualifications, you will receive a referral bonus if you refer them for employment and they are hired.

Anyone you refer must have a valid teaching certificate and must be approved and hired to teach. Employees can receive a \$300.00 (taxable) bonus for referring a candidate to teach in OCSD. If an employee refers a candidate that is hired to teach one of the following critical need subject areas: 6-12 math, 6-12 science, 6-12 ELA, 6-12 social studies, 6-12 Foreign Language, and K-12 Special Education, then the referring employee will receive a \$500.00 bonus (taxable). There must be vacancies for hire in those areas.

Refer qualified candidates to the Human Resources Department using the Candidate Referral Form (page 2). Human Resources will make the final determination as it pertains to the candidate's qualifications for the positions. All personnel information related to a candidate will be kept confidential at all times.

The following requirements must be met:

1. Only current employees of Orangeburg County School District can participate in this referral bonus program. **Administrators may receive a referral bonus for candidates referred and hired for a site other than their own.**
2. The Candidate Referral Form must be submitted to Mrs. Dyisha R. Taylor, Director of Certified Personnel.
3. The candidate must apply online to be considered for qualifying positions. The candidate must list you as the person who referred them for the job on their application under the "Referral" section for the question "How did you hear about employment with us?"
4. All candidates will be evaluated for employment consistent with our district's policies and procedures, and all information regarding the hiring decision will remain strictly confidential.
5. In order to receive the referral bonus, the referring employee must be an employee of OCSD. Payment date will be determined by finance in accordance with the appropriate payroll time frame. Payment for bonuses will not begin until after the start of the new fiscal year, July 1, 2024.
6. The candidate you refer to for a teaching position cannot be an active retiree.

# CANDIDATE REFERRAL FORM

**Job Title:** Teacher

**Candidate's Name:** \_\_\_\_\_

**Referral Date:** \_\_\_\_\_

**Referring Employee's Name (Print):**

\_\_\_\_\_

I have read and understand the Referral Bonus Program Rules.

\_\_\_\_\_  
Referring Employee's Signature

\_\_\_\_\_  
Date

**Drop off in person, mail or email this form to Dyisha R. Taylor in the Human Resources Department at [Dyisha.Taylor@ocsdsc.org](mailto:Dyisha.Taylor@ocsdsc.org) for consideration.**