

MEMORANDUM OF UNDERSTANDING
Between
The School District of Palm Beach County (District)
And
The Association of Educational Secretaries and Office Professionals (AESOP)

This Memorandum of Understanding between The School District of Palm Beach County (District) and The Association of Educational Secretaries and Office Professionals (Union) is entered on this date of June 15, 2023. The District and Union shall be collectively referred to as "the Parties".

The Parties agree as follows:

In an effort to recruit, hire, and retain high-quality employees, the District introduces the **Bus Driver Employee Referral Bonus Program**. This program rewards employees who refer external applicants who are hired by the District and remain employed for thirty (30) calendar days as a bus driver. Specific details and requirements of the Bus Driver Employee Referral Program are outlined in subsequent pages.

Compensation

Eligible referrers will receive payment based on the following guidelines:

Each successful referrer will receive \$1,000, minus applicable taxes and deductions, for each applicant hired. There is no limit to the number of applicants that can be referred; however, employees are limited to a maximum of \$10,000 per fiscal year. Referral payments will be issued in the first available pay period following the applicant's completion of thirty (30) calendar days of employment as a bus driver.

General Provisions

The District reserves the right to discontinue the Bus Driver Employee Referral Program as it deems appropriate.

For the Association of Educational Secretaries and Office Professionals


Jessie Brown (Jun 15, 2023 09:40 EDT)

Jessie Brown, President

Date: Jun 15, 2023



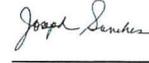
Joseph Brenner, Chief Negotiator

For the School District of Palm Beach County, Florida



Michael J. Burke, Superintendent

Date: 6/28/23



Joseph Sanches, Chief Operating Officer



Heather Frederick, Chief Financial Officer


Timothy Kubrick (Jun 26, 2023 14:39 EDT)

Tim Kubrick, Chief Negotiator

The Palm Beach County School District - Bus Driver Employee Referral Bonus Program

The Palm Beach County School District is committed to hiring the highest quality employees to serve our students and communities. As an incentive to our current employees and to fill critical positions, we are excited to announce the Employee Referral Bonus Program for the positions of **School Bus Drivers** for a limited time.

The District will provide a \$1,000 bonus to current District employees who refer an external applicant who is selected and successfully employed as a **School Bus Driver**.

Applicant – To be eligible for the referral bonus, the applicant must be hired into the following job title:

- Bus Driver, Job Codes 33190, 33210

Referring Employee – All current full-time and part-time employees are eligible to receive a referral bonus except for the following:

- Employees whose regular, recurring jobs include the recruitment and hiring of employees
- Any employee within the Division of Human Resources
- Directors, Managers, Supervisor level or above if the referred individual will directly or indirectly report to them

Referral Bonus Program Procedures – To be eligible for the referral bonus all of the following conditions must be met:

- The applicant must not have been employed by the Palm Beach County School District within the past ninety (90) calendar days.
- Applicants involuntarily released from previous employment with the District are not eligible.
- The referring employee must be an active employee at the time of referral submission.
- The referring employee and **School Bus Driver** must be active employees at the time of the referral bonus payout.
- The referring employee must complete the [Employee Referral Form](#)
- The applicant should identify the employee as the referring source on their online application when it is submitted. Applicants will also receive an email from the Human Resources Partner of District Operations to confirm the name of the employee who referred them to the position of **School Bus Driver**.
- Employees/Referrals who do not follow this process may not qualify for the bonus.
- The bonus **cannot** be split between employees.
- The applicant will be required to identify the eligible employee who initially referred them to the position.
- The applicant must remain employed for thirty (30) calendar days as a bus driver. *(This does not include any training programs required prior to becoming eligible for the bus driver position.)*
- The referred applicant must not have received any disciplinary action since being hired.
- Referral bonuses will be monitored and awarded at the discretion of the Chief Operating Officer or designee.
- Any disputes concerning the administration of this program will be the responsibility of the Chief Operating Officer or designee to resolve.

Referral Bonus Details – Eligible referrers will receive payment based on the following guidelines:

- The referrer will receive \$1,000, minus applicable taxes and deductions, for each candidate who meets the criteria above.
- Referral bonuses are limited to a maximum of \$10,000 per fiscal year per employee.
- The referrer will be notified upon eligibility of payment for the referral bonus.