

472 EMPLOYEE REFERRAL PROGRAM

I. PURPOSE

The purpose of this policy is to offer a reward program to encourage staff members to connect our district with talented and mission-driven employment candidates.

II. GENERAL STATEMENT OF POLICY

Nobody knows the opportunities and rewards of working inside the walls of Alexandria Public Schools better than our current staff members. Being fully staffed reduces stress for all and allows the district to meet the needs of our students and fulfill our mission “to achieve educational excellence and to inspire a life-long passion for learning.” The Employee Referral Program is an opportunity for current staff members to actively support our recruitment efforts.

III. IMPLEMENTATION

Any eligible employee who refers a candidate to Alexandria Public Schools, of which that candidate is subsequently hired into any open position, will receive a referral stipend of \$500 per qualified candidate.

A. Employee Eligibility

All active, full-time or part-time employees are eligible to receive a referral stipend with the exception of the following:

1. Temporary employees, including substitute employees;
2. Employees contracted through an outside agency to work in our district;
3. An employee whose job duties include aspects of recruitment for the specific position (this includes, but is not limited to, Principals, Assistant Principals, Directors, Coordinators or any person who will directly or indirectly oversee the incoming employee); and
4. Board Members.

B. Candidate Eligibility

Certain candidates for employment will not be considered eligible for meeting the criteria of a qualified candidate. These candidates include:

1. Candidates that are current or former Alexandria Public Schools employees, including substitutes;
2. Candidates that are current or former Alexandria Public Schools Student Teachers, Practicum Students or Interns;
3. Candidates who are already engaged in the application or hiring process or who have applied for another position with Alexandria Public Schools within the previous 6 months; and
4. Candidates who are currently employed by an outside agency and working in Alexandria Public Schools.

IV. SUBMITTING A REFERRAL

There are two steps that must be completed to submit a qualified referral. If either of the following steps are not completed, the referring employee WILL NOT qualify for a referral stipend.

- A. Employees must submit a referral by completing an electronic [Referral Form](#) within ten (10) days of the candidate's date of hire – see Appendix B if printable form is preferred (Verbal referrals WILL NOT be accepted or honored); and
- B. The candidate must list the employee's name as the referring source on their online job application.

V. REFERRAL STIPENDS

- A. Referrals must be for a new employee and that new employee must work a minimum of six (6) months at Alexandria Public Schools.
- B. The referring employee must be employed in the capacity required for eligibility outlined in section 3A. with Alexandria Public Schools at the time the stipend becomes payable.
- C. The stipend will be paid out on the 1st payroll following the referred employee's successful completion of six months of employment with Alexandria Public Schools.
- D. Referral stipends are gross amounts and are subject to all legally required payroll deductions.

VI. ADDITIONAL INFORMATION

Please see Appendix A – Frequently Asked Questions for more information on the criteria listed in this policy.

Policy Adopted: 11/21/22, 9/22/25
Alexandria Public Schools - No. 206
Alexandria, Minnesota

EMPLOYEE REFERRAL PROGRAM FREQUENTLY ASKED QUESTIONS

I referred someone prior to the implementation of the Employee Referral Program. Does that referral qualify?

Thank you for referring someone to our district! Unfortunately, we are not able to backdate referrals prior to the start of the program, as there is no way to equitably ensure that the requirements of the program are met for individuals hired prior to the start of the Employee Referral Program.

How do I know if my referral was received?

Referring employees will receive a copy of their referral response as a confirmation after submitting their referral. If you have not received a copy of the referral response, please resubmit your referral.

How long does a referral stay in the system?

Referrals will remain active for 12 months after the submission of the qualified referral. If the candidate is not qualified upon the submission of the referral, the referral will not remain active.

My referral already applied – can I still refer them and receive the incentive?

We prefer that you submit the referral prior to your candidate submitting their application online. That being said, we understand that a candidate may apply before you have a chance to submit your referral, so we will accept referrals that are time-stamped within 10 days of the candidate's date of hire.

Someone else also submitted a referral for my candidate. Who receives the incentive?

The referral stipend is provided to the first person who submits the referral and is also listed as the referring employee on the candidate's job application. Referral stipends cannot be shared between two employees. Referring employees will not be informed of a duplicate referral.

How will I know if my candidate is hired?

Human Resources respects the confidentiality of employee and applicant information. As such, we are not able to provide updates regarding the status of any candidate. Employees should NOT reach out to verify the status of their candidate. A representative of Human Resources will reach out to the referring employee upon the successful hire of a candidate to let them know that they have qualified for the referral stipend.

I've referred someone but they have not been hired. What can I do?

While we appreciate the continued support of APS recruitment methods, not all candidates who are referred to employment with our district are considered a qualified candidate. APS considers many factors in the hiring process, and it is unfortunate that not all candidates will meet all required qualifications. Please continue to refer candidates to our district to be eligible for additional stipend opportunities.

Can I refer more than one candidate and qualify for the referral incentive?

Absolutely! Please refer as many qualified candidates as possible. At this time, there is not a cap on the number of referrals one can make or the incentive one can earn from qualified referrals.

Who can I contact with questions about this program?

Please contact Christy Cronquist or Krista Gundberg in the Human Resources office with any questions or concerns. Please note, as indicated above, Human Resources may not comment on the status of a candidate. Any correspondence inquiring as to the status of a referral will not receive a response.



EMPLOYEE REFERRAL FORM

EMPLOYEE INFORMATION

Include the requested information of the current employee submitting the referral.

Employee's name: _____

Employee's phone number: _____

Employee's email address: _____

CANDIDATE INFORMATION

Include the requested information for the candidate you are referring for employment with Alexandria Public Schools.

Candidate's name: _____

Candidate's phone number: _____

Candidate's email address (optional): _____

Relationship to the Candidate:

- Friend
- Family Member or Relative
- Former Colleague
- Neighbor
- Other

Position: _____