

# EMPLOYEE REFERRAL PROGRAM



**KNOW SOMEONE WHO WOULD BE A GOOD FIT AT  
THE CALAIS SCHOOL?**

With our new **Employee Referral Program**  
you can earn **up to \$200** for each referral  
that is successfully hired.

**Do you know someone who would be a great fit for The Calais School?** The Calais School is always looking for top talent and great personalities to add to our dynamic workforce. There is no more effective recruitment tool than that of our most valued asset: our current employees. Our employees know firsthand all the benefits of working for The Calais School and how we foster a culture of collaboration, teamwork, and the highest service to our students.

If a person you refer is hired by Calais, you can be eligible to receive up to \$200 referral reward. The amount of the incentive will depend on the position being filled.

- Paraprofessionals, \$100
- All other certified staff, \$200

To review our current list of open positions, visit <https://recruiting.paylocity.com/recruiting/jobs/List/1506/Calais-School>.

## Eligibility

This incentive is applicable to current employees who recruit another full- or part-time employee(s).

### The following employees are not eligible for this incentive:

- Seasonal employees
- School Administrators
- Any employee in Human Resources or any relationship deemed as a conflict of interest by the head of Human Resources.
- Any employee who is part of the hiring/selection process (interview, calls references, evaluates, etc.), or any direct or indirect supervisor of the recruited employee.
- Any current employee who recruits a relative.

*Note: A current part-time employee who is promoted to a full-time position does not qualify as recruitment.*

## Amount of Money and Distribution Method

If the above guidelines are satisfied, the referring incumbent employee will be eligible for up to \$200 per referral. This payment will be made to the referring employee after the new employee has successfully worked 90 days. If within the 90 days, should either the referring employee(s) or the new employee leave The Calais School, for any reason, the referring employee will not be entitled to further payment.

## Tax Implications of Employee Referral Incentive

This incentive will be taxed as regular income.

## Questions?

Contact the Human Resources / Business Office, Christina DeOliveira, at (973) 884-2030, ext. 227.