



## 2017 Internal Referral Program

**Earn a \$500 or \$350 bonus for each teacher or school leader you refer\*!**

### Overview and Rules:

- To qualify for a bonus:
  - you **must** be a current Green Dot Public Schools (GDPS) employee (or have accepted an offer of employment from GDPS) at the time you make the referral, **and** you must be a current GDPS employee at the time the referral bonus is eligible for payment
    - *Substitute teachers are not eligible to earn referral bonuses*
  - you **must** submit your referral via [www.greendot.org/refer](http://www.greendot.org/refer), or during one of Human Capital's referral events
  - your referral **cannot** have been employed as a teacher-of-record at GDPS after December 31, 2013
  - your referral **cannot** have previously applied for any position at GDPS after December 31, 2013
  - Your referral **cannot** be (or have been) a substitute teacher or student teacher with GDPS at any time during the 2016-2017 school year.
  - You **cannot** be a decision-maker in the hiring of your referral
- **A \$500 bonus\*** will be paid for each referred teacher candidate hired for the current or 2017-2018 school year in California, Tennessee or Washington.
  - *Referrals hired as substitute teachers will not count toward referral bonuses*
- **A \$350 bonus\*** will be paid for each referred school leader candidate hired for the current or 2017-2018 school year in California, Tennessee or Washington
  - *School leaders are considered to be a Principal, Assistant Principal, Administrator-in-Residence (AIR) or Dean*
- **Referral bonuses\*** will be paid once the new hire has been employed with Green Dot for a period of three (3) months (e.g., bonuses for teachers starting on July 27, 2017 will be paid after October 27, 2017)
- **If more than one employee refers the same hired candidate, the bonus will only be awarded to the first referrer** (based on the date the referral was submitted via [www.greendot.org/refer](http://www.greendot.org/refer))

**NOTE:** Referrals via [www.greendot.org/refer](http://www.greendot.org/refer) for positions other than teachers or school leaders will be forwarded to the appropriate hiring managers when possible. The Human Capital team will not be involved with any follow-up of said referral.

\*GDPS has allocated a certain amount toward referral bonuses, and payouts will be based on the new hire's start date. GDPS reserves the right to discontinue the referral bonus program at any time or when the budget has been paid out. The Human Capital team will contact every GDPS employee submitting a teacher or school leader referral upon 1) initial receipt of referral and 2) the candidate's outcome from the GDPS hiring process.