

## Green Dot Public Schools Referral Bonus Program Guidelines

The goal of the referral program is to introduce new talent to our organization both at our school sites and home office, and to share new leads to the Human Capital team. There is no limit to the number of referrals you submit, we are always looking to find new talent and the best way is through referrals. Your efforts will have a great impact in finding the best people for our students.

### Who is eligible for the 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.

- a. *Unfortunately, referring substitute teachers who have already applied to Green Dot in the last 2 years, **does not qualify** you to earn a referral bonus*

### What positions are eligible for the bonus?

Green Dot's hiring needs fluctuate - please refer to the referral webpage for the latest campaigns and pay out amounts.

### How to submit a referral?

You **must** submit your referral in one of two ways:

- 1) Via [www.greendot.org/refer](http://www.greendot.org/refer)
- 2) Email a Human Capital team member and answer questions provided by the team member
  - a. You **must** have submitted your referral **before** the referral applies for the position
  - b. The person you refer **cannot** have previously applied at GDPS within the last two years (to the same or a similar position)
  - c. You **cannot** be a decision-maker in the hiring of your referral

### When will employees receive the bonus?

Bonuses will be paid out after the person you referred has been **employed for 3 months**

- a. Bonuses will be included in the referrers biweekly check and are subject to relevant federal, state, and city taxes
- b. 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: Though all referrals are welcomed and appreciated, Green Dot will only pay referral bonuses for positions announced in the referral program campaign emails. Positions that are not mentioned in the campaign are not eligible for a bonus but they will be forwarded to the appropriate hiring manager(s). If you would like to dispute a decision about your eligibility to receive a referral bonus, please submit your response in writing to Adriana Arteaga ([adriana.arteaga@greendot.org](mailto:adriana.arteaga@greendot.org)) within 30 calendar days.**

*Disclaimer: 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.*

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