



Administrative Office
P. 574.936.3115 • F. 574.936.3160
611 Berkley Street • Plymouth, IN 46563

Office of the Superintendent

Department of Transportation Employee Referral Bonus Program

I. Purpose

The purpose of the Employee Referral Bonus Program is to provide an incentive award to a current employee in the Transportation Department who brings new talent to the Corporation by referring applicants who are subsequently selected and successfully employed in a hard-to-fill position.

II. Eligibility and Participation

Applicant - Applicants are persons not currently employed with Plymouth Community School Corporation.

Referring Employee - All employees in the Transportation Department are eligible to receive a referral bonus with the exception of at least the following:

- Department Directors
- Employees whose regular, recurring, jobs include the recruitment of employees
- Selecting manager/supervisor or other persons associated with the selection of the candidate
- All HR Department employees
- Family members as defined by current nepotism guidelines

Positions - Positions eligible for this program must be determined by the agency to be "hard-to-fill" positions.

The following factors should be considered when designating a position as "hard-to-fill":

- how critical the position is to the agency's operation and mission,
- the success of recent efforts to recruit candidates and retain employees in like positions,
- the availability in the labor market of well-qualified candidates for employment,
- recent turnover in similar positions,
- special qualifications needed for the position, and
- other unique factors that demonstrate difficulty in filling the position.

III. Referral Bonus Amount

- The Referral Bonus Program is operated under the authority of the Superintendent and School Board of Plymouth Community Schools. Under these guidelines, an employee may receive multiple bonuses, the total of which may not exceed \$750.00 in any fiscal year.
- Referral bonus payments will be paid in periodic payments until the new employee has completed his or her probationary period. Payments cannot be made until the referred candidate has been employed for a minimum of three months. For example, a \$500.00 referral bonus will be structured as follows:

- \$150 referral bonus awarded after three months from the hire date
- \$350 referral bonus awarded at the end of the first twelve months of employment

IV. Referral Bonus Program Administration

The Referral Program operates in accordance with the following program requirements:

- Referral bonuses are awarded at the discretion of management with the PCSC Superintendent or their designee having final approval authority.
- Funding for the program must come from existing department resources.
- The Transportation Department will provide a form for completion and submission by either the applicant or the referring employee with the applicant's application indicating that the referring employee has made the referral.
- The Superintendent will designate a position as "hard-to-fill" before the position is posted.
- Employees selected for eligible positions must be employed by the agency for at least sixty days before a referring employee may be eligible to receive a referral bonus.
- Referred candidates cannot be current employees of the hiring authority in any capacity, to include temporary, temporary grant, research grant, time-limited project, or contract employees. Both the referring employee and the referred candidate must be employed by the Plymouth Community School Corporation when any referral bonus is paid in order to receive the referral bonus.
- Any disputes arising from the application of this program will be the responsibility of the Superintendent or their designee to resolve and will not be considered a grievance under Indiana law.
- The Plymouth Community School Corporation HR Office will monitor the use of the Referral Bonus Program and will report annually on the use of the Referral Bonus Program.
- The hiring process will be fair and consistent with current and existing PCSC policy and procedures, with no bias for or against candidates whose selection might make another employee eligible for a referral bonus.
- This program is at the will and direction of the Superintendent of Schools or their designee