

# 2019 Internal Referral Program



***Make a difference while earning a bonus for each teacher or school leader you refer that results in a hire!***

## 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 by submitting a hand written referral form during a Human Capital event
  - If your referral has been a substitute teacher at a Green Dot school, please submit your referral via [jobs@greendot.org](mailto:jobs@greendot.org) (include their name, subject, email, phone number and a brief comment explaining why they would be an excellent long term teacher)
  - You must have submitted your referral before the referral applies for the position
  - Your referral cannot have been employed as a teacher-of-record at GDPS after December 31, 2014
  - Any teacher you refer cannot have previously applied for a teaching position at GDPS after December 31, 2014
  - Any school leader you refer cannot have previously applied for school leader position at GDPS after December 31, 2014
  - 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 2019-2020 school year in California
  - 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 2019-2020 school year in California
  - 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 one (1) month
- 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. If you would like to dispute a decision about your eligibility to receive a referral bonus, please submit your response in writing to Samantha Matamoros ([samantha.matamoros@greendot.org](mailto:samantha.matamoros@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.