

RECRUITING REFERRAL INCENTIVE PROGRAM

REFERRAL GUIDELINES

- * The referred employee must complete 90 full days with Jarrell ISD during the 2022-2023 fiscal year.
- * Referred employee needs to have a full-time status and can only be claimed by one person.
- * The incentive will be a \$750 payment for each employee that is recruited to the district.
- * Form will need to be signed, dated and returned to HR by the 10th of the month for verification.

RECRUITING EMPLOYEE

Employee Name: _____

Email Address: _____

Campus/Dept: _____ Current Position: _____

Phone Number: _____ ID Number: _____

REFERRED EMPLOYEE INFORMATION

Employee Name: _____

Campus/Dept: _____ Current Position: _____

I certify the above information is true and correct to the best of my knowledge. I understand the information provided will be verified. If the information is proven to be false or incorrect, the incentive payment will be denied and I will be ineligible for any future incentive programs.

Employee Signature: _____ **Date:** _____

HUMAN RESOURCES/PAYROLL USE ONLY

Date Received: _____ Received By: _____

Verified Hire Date: _____ Estimated 90 Day Completion Date: _____

Date Verified: _____ Date Submitted to Payroll: _____

EXCLUDED FROM INCENTIVE PROGRAM

Superintendent, Assistant Superintendent, Executive Directors, Directors
Coordinators, Principals, Assistant Principals, Dean of Students