

# REFERRAL PROGRAM RULES AND REWARDS

2020-21 ACADEMIC YEAR (*referrals reset on June 26<sup>th</sup>, 2021*)

## Thank you for your interest in our referral program!

With 37 schools and counting, we're always looking for amazing educators and operations teammates who are dedicated to helping us close the opportunity gap. We know that our scholars deserve the best, and we're thrilled that you would share your networks, and encourage them to join our Achievement First Team & Family.

Please read carefully to ensure your referral submission meets all requirements to be bonus eligible. Note: Your referral does not qualify for a bonus if your referral has started an application before you submit the official referral form. There will be no exceptions.

A referral is any individual who you think would be a great fit for a school based Instructional, Leadership or Operations role at Achievement First. As a thank you for your efforts, Team Recruit is excited to award AF employees cash bonuses if your referral is hired. Bonus amounts are determined by our hard to fill areas and are outlined below.

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## F.A.Q.

**Can I send my referral via email?** Referrals must be submitted through the official form. Referrals that are emailed directly to Team Recruit or the referral@achievementfirst.org inbox will not be honored.

**When do I receive my referral bonus?** Bonuses for referrals hired for a position in the 2021-22 school year will be paid out September 2021 if your referral is still an employee with Achievement First on September 1, 2021. Alternatively, if your referral is hired for a position in the 2020-21 school year, bonuses will be paid out four times a year (once a quarter) if your referral is still an employee with Achievement First 1 month after their start date.

**How will I receive my referral bonus?** Referral bonuses will appear in your regular paycheck and is subject to taxes.

**Who can I refer?** School based Instructional, Leadership or Operations roles.

- Referral bonuses will not be awarded for candidates hired in Network Support roles.
- People who have worked for AF in any capacity prior to being referred do not qualify as referrals. Should you refer a former AF staff member that is hired, you will not be eligible for the bonus.

**Who can submit a referral?** Everyone can submit a referral however not everyone will receive a referral bonus.

- Hiring managers are not eligible for bonuses for referrals that result in hires for their own school.
- Senior level network support teammates (Vice Presidents, C-level) are not eligible for referral bonuses.
- Members of Team Recruit are not eligible for referral bonuses.

*Please note that Team Recruit will only pay out a referral bonus when the rules have been followed.*

REFERRAL REWARDS	Referral signs an offer letter before January 1, 2021 for a 2021-22 position and is still an employee with AF on September 1, 2021.	Referral signs an offer letter on or after January 1, 2021 and is still an employee with AF on September 1, 2021 OR a referral is hired for a mid-year opening.
Principals- in-Residence Principals	\$2,000	\$1,000
Deans Teachers Teachers-in-Residence Instructors	\$1,000	\$500
Paraprofessionals (CT/RI) Student Culture Assistants Behavioral Specialist Social-Worker	\$250	
Directors of School Operations	\$1,000	\$500
Directors-in-Residence Student Service Managers	\$500	\$250
Office Coordinators Principal Assistants	\$250	

#### PROGRAM FYI's

You must be the first person to refer the candidate to Team Recruit in a given school year in order to be eligible for a bonus.

- Should two people refer the same person in the current school year, the bonus will be awarded to the first person to submit the referral form.
- Should two people refer the same person but in different school years, the bonus will be awarded to the person that referred in the current school year.

Referrals reset annually on the last day of school year. Only referrals submitted after June 13th, 2020 will be eligible for a 21-22 referral bonus. Should you wish to have a previous referral reconsidered for a position in our schools, please resubmit their information using the new official referral form any day after June 26<sup>th</sup> 2020.

A referral is someone who has not applied or interviewed with Achievement First in the current school year.