

EMPLOYEE REFERRAL PROGRAM POLICY

POLICY

Mid-Ohio Educational Service Center (MOESC) strives to provide a great working environment for our employees by building teams of employees that are passionate about fulfilling the mission of MOESC. This policy provides clarification on how an employee may become eligible to receive an Employee Referral Bonus ("ERB") for recommending a candidate for an open position who begins employment with MOESC.

PURPOSE

The Employee Referral Program is a program designed to encourage existing employees to recommend candidates for open positions. This policy explains important aspects of the employee referral program procedure.

ELIGIBILITY

Only current employees of MOESC who do not hold an administrative position are eligible to receive the ERB.

PROCEDURE

The criteria for the Employee Referral Program are outlined below:

- The new hire must be someone not already employed by MOESC, and who has not otherwise been employed by MOEAC within the preceding year.
- The new hire must be applying for an In-Demand Position (as defined below).
- The application/resume of the candidate **MUST** have the referring MOESC employee's name on the document, noting the referral, when initially submitted. **No exceptions.**
- The ERB that will be provided to current MOESC employees for referrals that are hired by the MOESC Governing Board and who complete all onboarding paperwork by Human Resources is as follows:
 - **In-Demand Position - \$500.00 Referral Bonus**
- If the referred candidate leaves MOESC prior to completing the steps listed above, the MOESC employee will not receive the ERB.
- The current MOESC employee is not required to repay any ERB that was received if the referred candidate leaves MOESC.

- The Employee Referral Program is maintained by the Director of Human Resources. Any questions should be directed to HR@moesc.net

IN-DEMAND POSITION

A position that does not generally have an adequate applicant flow; there is considered an industry shortage of qualified candidates; based on the industry demand and past experience filling a similar role; and/or is deemed a difficult position to fill for additional reasons. A list of In-Demand Positions will be established by the Superintendent and Director of Human Resources and re-evaluated on an annual basis. A copy of the list of In-Demand Positions may be obtained from the Director of Human Resources.