



# Refer-a-Friend 2022-2023

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## Refer a friend to come work for SLPS and receive a referral payment!

SLPS is looking for talented individuals to join our team for the 2022-2023 school year! Know someone? Refer them to the Recruitment Team. If your referral is hired for one the following positions, you will receive a referral payment:

**Instructional Care Aide, Teacher Assistant, Custodian, or Safety Officer - \$100**

**Teacher - \$250**

## FAQs

**How do I receive a referral payment?** Refer a qualified candidate to Saint Louis Public Schools. If they apply and gain a position in one of the aforementioned roles, you will receive a referral payment. Note: that current employees and current applicants cannot be referred; you must refer someone who does not have an application open and who does not already work for us.

**When do I receive the referral payment?** If the person you refer is hired by SLPS and you are an employee of the District on or before August 22nd, 2022, we will process your payment approximately six weeks after your referral is cleared to report. If you are not employed with SLPS during 2022-2023 you will become ineligible to receive your payment.

**How should I refer someone?** Click the "Refer-a-Friend" link below and complete all the boxes! Tell your referral to check out "Start Your Career" on our Careers & Human Resources page at [www.slps.org/careers](http://www.slps.org/careers) for job openings. Make sure they include your name on their application when prompted

[www.slps.org/Refer-a-Friend](http://www.slps.org/Refer-a-Friend)

**Who can I contact with questions?** Still have questions? Email Danielle Jackson at [danielle.jackson@slps.org](mailto:danielle.jackson@slps.org).

### **Additional Stipulations:**

This incentive will run beginning July 1<sup>st</sup> 2022 and will end on June 30<sup>th</sup>, 2023 or at the discretion of the Human Resources Office. Only referrals submitted through the referral link will be honored. If multiple people refer the same candidate, the referral payment will be limited to the first employee who sent in the referral form. This referral program only applies to referrals made for teacher assistants, instructional care aides, custodians, safety officers, and teachers. If a candidate has an application on file with Saint Louis Public Schools prior to the time of the referral, the referral will not be honored. Not all referrals may be eligible for this incentive. Saint Louis Public Schools reserves the right to make exceptions in appropriate circumstances. If Saint Louis Public Schools extends an offer to a candidate you have referred, that candidate must have your name listed on their application. The payment will be treated as a taxable earning. **Please note:** Current SLPS employees employed in a position in the Human Resources Department are ineligible for payment. School administrators referring someone to their own location will be ineligible for the payment. This monetary incentive only applies to the first 50 referrals that result in hiring of a candidate. If your referral signs a contract and breaks the contract within thirty days of being hired, you will not be eligible for this payment.