

PERSONNEL
RECRUITMENT AND SELECTION

Employee Referral Program

All full-time and part-time employees with the exception of the Executive Director, Human Resources and Department Directors, and any persons serving as a member of the interview committee for the position being considered, may participate in the employee referral program.

Previous employees, temporary agency employees, consultants, and intern/student employees are not eligible for referral in the program.

Referrals are made by applicants listing a current NJSBA employee's name when completing the paper application. Upon hire of a referral the current NJSBA employee whose name is listed on the paper application will be paid the referral fee of \$250 within 30 days after the referred employee's first day of employment and \$250 after the referred employee completes six months of employment. The referring employee must also be employed at the time of the second payment.

Referral awards are considered taxable income, based on IRS requirements, and payments will be included as part of your regular paycheck. Human Resources will initiate the bonus payment process after an eligible referred candidate has been hired.

Issued: July, 2005

Revised: January 4, 2016
March 18, 2016