



## **DICKSON COUNTY SCHOOLS**

### **Employee Referral Program Form**

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Employees who refer a new employee who is hired by the district for a certified position or a school bus driving position for the current school year, will receive a bonus of \$250 (two hundred fifty dollars).

The referred employee must not be a current employee. The referred employee must remain in the position for 5 (five) payroll months (i.e., receive 5 [five] payroll payments) for the Referring Bonus to be paid. Referring bonuses will be paid to the referring employee at the end of a completed probationary period by the referred employee.

#### Referring Employee Information

Name\_\_\_\_\_

School/Location\_\_\_\_\_

Referral Date\_\_\_\_\_

Bonus Pay Date\_\_\_\_\_

#### Referred Employee Information

Name\_\_\_\_\_

School/Location\_\_\_\_\_

Start Date\_\_\_\_\_

#### Office Use

Date Received\_\_\_\_\_

Verified\_\_\_\_\_

Submitted for Pay\_\_\_\_\_