



DICKSON COUNTY SCHOOLS Employee Referral Program Form

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 _____