



Ypsilanti Community Schools YCEA Employee Referral Program

Ypsilanti Community Schools is implementing an Employee Referral Program to encourage current employees to refer friends and family to open positions for roles listed in the YCEA Contract. Below are the qualifying conditions:

1. Only YCEA-eligible (refer to the [contract](#)) employees are eligible to participate in the Employee Referral Program.
 - a. Members of the Executive Administration team are not eligible for the referral stipend.
 - b. Employees in the HR Department that are involved in the recruiting/hiring process are not eligible for the referral stipend.
2. An eligible employee must be identified in the recruited candidate's application. If there are two (2) 'recruiters,' only the first employee listed by the candidate will be eligible for the payment(s).
3. The referral must represent the applicant/candidate's first contact with the YCS. The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
4. Only candidates who meet the qualifications (as stated in the job description) for the position will be considered.
5. All candidates will be evaluated for employment consistent with policies and procedures.
6. If the candidate is successfully hired into a vacancy and remains employed through the end of their probationary period or 90 calendar days, whichever is longer, the referring employee will be paid \$500 within 45 calendar days.
7. If the new employee completes a full school year of employment with YCS, the referring employee will be paid an additional \$500 within 45 calendar days.
8. If the position is less than a 1.0 FTE position, the payment(s) to the employee shall be prorated based on the FTE of the position.
9. Referral stipend payments will not be made to a referring employee that terminates their employment with YCS. For the 2022-23 school year, all referral payments will be made on the August 31, 2023, pay date. For 2023-24 the 90 day and full school-year payment dates will apply.
10. All information regarding the hiring decision shall remain strictly confidential.
11. Any disputes or interpretations of this employee referral program will be handled through the Human Resources and Legal Department.
12. The Employee Referral Program will be effective January 1, 2023; candidates referred prior to this date shall not qualify for the program.
13. The Administration will determine when the referral program will terminate; employees shall be notified. Employees named by a candidate as his/her recruiter after the termination date shall not be eligible for a referral fee.
14. Terms and conditions of this referral program are subject to change.