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Regis High School Regis Middle School Immaculate Conception Elementary St. James Elementary St. Mary's Elementary Genesis & Regis Child Development

Regis Catholic Schools is always looking for good people, and you can help. Research has shown, and our own experience supports, that new hires who come into a school through employee referrals are excellent contributors, stay with the school longer and are more cost-effective recruits.

That's where you come in! Beginning February 1, 2024, if you know someone who would be a good addition to Regis Catholic Schools, you may be awarded a referral bonus of **\$1,000 (DPI Licensed/Salaried) / \$500 (Hourly*)!**

Employees can refer candidates to Human Resources/Building Administrators by using the Candidate Referral Form.

Program Rules

- All Regis Catholic School employees, except those with hiring authority over the referred candidates, are eligible for the referral bonus.
- The hiring of a referred employee must occur within 180 days (six months) of the initial referral date.
- The referral must represent the candidate's first contact with Regis Catholic Schools. Temporary, summer help and former employees are not eligible candidates for referral awards.
- To be eligible for an award, an employee must submit a referral to Human Resources/Building Administrator via the Candidate Referral Form.
- The first employee to refer a candidate will be the only referring employee eligible for the referral bonus.
- All candidates will be evaluated for employment consistent with company policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Any disputes or interpretations of this employee referral program will be handled through Regis Catholic Schools President and Human Resources.
- An employee referral is not an offer of employment nor is it an indication of employment.
- All referral bonus payments will be paid in 2 installments. The referring employee **and** the referred employee must be employed by Regis Catholic Schools on installment payment date to receive bonus.
 1. After the new employee is employed for 30 days, **\$250/\$125.**
 2. After the new employee is employed for 6 months, **\$750/\$375.**

*Hourly employee must be employed in a part-time or full-time position (\geq FTE 0.5) to receive full bonus. Bonus for hourly employees working less than part-time ($<$ FTE 0.5) will receive a referral bonus of \$250.