

Employee Referral Program

Williamsburg-James City County (WJCC) Public Schools recognizes the importance of recruiting dedicated, caring, diverse, and highly competent teachers, administrators, and staff at all levels. Filling vacant positions is a high priority, and accordingly, a referral bonus may be granted to a WJCC employee who refers an applicant that is hired by the school division.

The Human Resources Department will pay referring employees a cash award of \$250 (subject to taxes) if the person referred is hired for a “hard to fill” or “mission critical” position and completes 90 days of continuous employment. Payment is made on the first supplemental payday after the candidate’s 90th day of employment. In order to receive the award, the referring employee must be on the payroll when the candidate is referred and hired and at the time the award is made. Members of the Superintendent’s Senior Leadership Team, HR staff, Administrative Council, and any employees with supervisory or hiring authority over the position or direct involvement in the supervision and/or hiring process for the position are not eligible for a bonus.

“Hard to fill” and “mission critical” positions are defined by the Human Resources Department and are identified on the Notice of Vacancy with three dollar symbols (\$\$\$) before the job title.

Only one referral bonus will be paid for a given hire. Employees referring applicants must complete the Referral Form and submit to the Human Resources Department. The Referral Form is found on the WJCC website under Employee - WJC Forms – Human Resources or can be obtained by contacting the Human Resources Department at 253-6777.

The Hiring Authority reserves the right to determine whether or not referred applicants are qualified for a designated open position. If a referred applicant is hired for a non-designated position, no award will be paid. WJCC may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.

EMPLOYEE REFERRAL FORM

I would like to refer: _____ as a WJCC candidate for
the position of: _____.

Contact this candidate at:

- Application to be sent
- Application on file
- Other _____

Submitted by: _____
Name of Employee

Contact Info:

Phone Number

E-Mail Address