

Attention UISD Employees

“REFER A FRIEND” RECRUITMENT INCENTIVE

Do you know exceptional individuals who would be a great fit for our United ISD team?



Refer them! If they are hired, you may be eligible for \$500

What jobs are in need?

The goal of this program is to assist in hiring “hard to staff” positions, as follows:

- **Bus Driver or Trainee**
- **Cafeteria Worker**
- **Groundskeeper**
- **Custodian**
- **Teacher Aide**
- **Special Education Unit Aide**
- **Special Education One to One Aide**
- **Special Education Resource Aide**

Who is eligible for the recruitment incentive payment?

- **Only full-time United ISD employees are eligible, however Human Resources Personnel are not eligible.**
- **Administrators who do not have direct authority in the hiring process and who are referring individuals to other departments or campuses are eligible.**
- Part-time staff are not eligible.
- There are no limits regarding the number of qualified applicants that may be referred or the number of incentives that may be received by an employee.
- The referring employee must be employed with United ISD at the time of the incentive payment.

When is the Employee Referral program available?

- The program begins on March 1, 2024, for the “hard to staff” positions listed above.
- Applicants hired prior to March 1, 2024, are not eligible for this referral program.

Please be advised, only the employment candidates who meet the essential qualifications for the position will be considered; All employment candidates are evaluated for employment consistent with District’s policies and procedures; Information regarding the hiring decision will remain confidential.

How do I refer an applicant?

- Contact your friends, family, or acquaintances and refer them to apply for the “hard to staff” open positions with United ISD.
- If the employee that you refer is hired, you will be eligible for the incentive payment after the eligible applicant **completes ninety (90) employment workdays.**
- Incentive payments are only offered to eligible employees who refer a new candidate to United ISD for first-time employment. **Internal transfers to the listed positions and rehires to United ISD are not eligible.**
- Participation in this program is voluntary, recruitment efforts should not involve significant time, and efforts should be conducted outside of work hours.

When is the incentive payment paid?

- If an eligible employee refer an eligible applicant for a “hard to staff” position and they are hired after March 1, 2024, the eligible employee will be paid a \$500 recruitment incentive payment during the next available pay period **after** the eligible applicant completes ninety (90) employment workdays. The employment waiting period may not include summer months, depending on the position type.
- Newly hired eligible applicants complete a referral form at the time of hire to identify the eligible employee.
- Eligible applicants that fail to complete ninety (90) employment workdays shall forfeit the incentive payment.
- The eligible employee referring the eligible applicant must still be employed at the time of the payout.
- The one-time incentive payment is not eligible for TRS creditable compensation. This payment would not be subject to FLSA rules. Employees are subject to all tax implications of a lump sum payment.

For more information, you can contact the Human Resources Department at (956) 473-6273