



# Recruitment Referral Bonus Scheme

Written and reviewed by	Jayne Crossley	Date	29/01/24
Headteacher review	Kate Stevens	Date	29/01/24
Proprietary board review	Mandy Cheriton-Metcalf	Date	29/01/24
Next Review	January 2025		

## Recruitment Referral Bonus Scheme

This policy has been introduced in order to incentivise our current employees to use their personal and professional networks to recommend Oakwood Community School as a great place to work.

This document sets out the Company's policy in relation to the recruitment referral bonus scheme. This scheme is offered on a discretionary and as such, the Company reserves the right to amend or withdraw it at any time with no prior notice.

All candidates referred by existing employees will receive a fair, robust application process in accordance with the Company's standard recruitment practices and relevant employment legislation.

Employees may recommend a person to the Company for recruitment. A referral bonus will only become payable if the referred person is subsequently recruited, and successfully completes the 'initial period of employment' (see below).

There is no limit on the number of referred person referrals that employees can make. However, any referral must be in connection with a specific job vacancy.

When applying for the specific job vacancy, the referred person should either attach to their application form a covering letter that states the existing employee's name as the referring employee.

All referral applications made under the employee referral scheme will be treated in the strictest confidence. The recruitment and selection process is also confidential and therefore the referring employee will not be given any information about the progress of the referred person's application.

Recommendations cannot be made regarding:

- a former employee, either permanent or agency worker
- a person who has previously applied for a role but declined an offer from the Company
- a person who is recruited but does not successfully complete their 'initial period of employment'
- a person who has made an application which has been received by the Company before the referral is made
- the person applied for the same job independently or was referred first by an employment agency or business

If the person is interviewed and accepted for a position, that person must complete six months of service with the Company and pass their probationary review. This is referred to as the 'initial period of employment' and it must be completed to the satisfaction of the

Headteacher before the referral bonus can be paid to the referring employee under this scheme.

Where the job is offered to the referred person and they accept that offer of employment, once the referred person commences employment with the Company, the referring employee will be advised of the referral bonus due and the date it will be paid if the referred person successfully completes their six-month probationary period.

Once the referral bonus is due, it will be paid to the referring employee in their next salary payment, subject to normal tax and national insurance deductions.

Please note the referral bonus will not be paid if the referring employee or the referred person is no longer in the employment of the Company or are serving their notice on the date that the referral bonus is due to be paid.

The referral bonus scheme amounts are:

- £250 for a Teaching Assistant
- £500 for a Teacher

Any disputes about the payment of referrals should be made to the HR Manager who will review the matter and decide whether, and to whom, a referral bonus is payable. That decision will be final.

An employee who refers a person and knowingly misleads the Headteacher or HR Manager in doing so or refers someone who is not lawfully permitted to take up the role, may be subject to disciplinary action.