



Bus Operator, Child Nutrition, Custodian, and Paraprofessional Referral Program



Do you know someone who would make a great Paraprofessional, Bus Operator, Custodian, or Child Nutrition Team Worker at PSD?

If so, you can earn \$250!

How?

If you refer a person who is hired in PSD as a Paraprofessional, Bus Operator, Custodian, or Child Nutrition Team Worker and remains in the job through the new hire's performance trial period (typically 90 days), you will receive a lump sum reward payment of \$250 (less applicable taxes).

Who can make a referral?

Current PSD employees. To receive the reward, you must be employed by PSD when the referred person is hired and when they have earned non-probationary status. You are eligible to make an employee referral if you are not involved in the hiring process for the referred candidate.

Who can be referred?

Candidates are eligible provided they:

- are not currently employed by PSD in any capacity, including temporary or seasonal assignments;
- have not been referred previously by someone else;
- have not previously applied for a Paraprofessional, Bus Operator, Custodian, or Child Nutrition Team Worker position in PSD;
- meet the minimum qualifications for the position(s) they are applying for based on the posted job description.

Candidates must demonstrate that they have:

- the required qualifications;
- completed the required application process;
- a good employment record; and,
- a desire to work with children.



Hiring managers will make the final determination regarding eligibility after the candidate applies and the application has been received.

What is the process?

The process of referring a candidate is simple:

1. **Start referring now!!** Send the job vacancy announcements to friends, family, anyone who is interested! Go to our [Job Vacancy Website](#) and search “Paraprofessional”, “Bus Operator”, “Custodian”, or “Child Nutrition”.
2. The applicant should indicate that you referred them on their online application. When asked “How did you hear about this us?” on the application, the individual should select the “District Employee” button and enter your name in the blank field.
3. Complete the *Employee Referral Form* in [Employee Records](#) (login to Employee Records using your PSD login (without @psdschools.org), go to Available Forms, search for “Referral Form, and select “Add for myself” to submit the form). If you refer more than one candidate, you need to complete a separate form for each person. You may refer someone only one time.

When am I eligible to receive the referral reward?

The referral reward will be made as a taxable, additional payment and will be included in your regular paycheck.

You are eligible to receive the reward:

- if your referral was made after the program was established (March 1, 2020, for Child Nutrition and Bus Operator referrals, January 24, 2022, for Custodial);
- if you submitted your referral form prior to the time the candidate has completed their probationary period;
- after the person you referred is employed as a PSD Bus Operator, Child Nutrition Team Worker, or Custodian, and successfully completes their performance trail period; and,
- if you are currently employed by PSD when the referred person completed their performance trail period.

Other Things You Should Know

The Human Resources Department reserves the right to make the final determination about candidate eligibility, including whether they are qualified and eligible for hire in PSD as a Paraprofessional, Bus Operator, Child Nutrition Team Worker, or Custodian. In the event an applicant is referred by more than one employee the deciding factor will be the date of receipt of the referral the Human Resources Department. Human Resources reserves the right to end the referral program at any time if recruitment of positions is no longer necessary, or due to budget constraints.