

NEW: Recruitment Referral Bonus Scheme Policy

Person(s) responsible:	DFO/HR Manager
Last updated:	June 2023
Review period:	12 months
Next review:	June 2024

This document sets out the School's policy in relation to the Recruitment Referral Bonus Scheme in which a current employee refers someone who becomes satisfactorily employed by the school.

A referral bonus of £300 (£100 for casual workers) will become payable subject to the terms and conditions outlined below:

- the referral is made for an advertised vacancy in line with the School's Recruitment policy;
- a referral email (template below) is emailed to hr@farleighschool.com prior to an application being received;
- the applicant must complete and submit the relevant School application form to HR by the stated closing date and confirm the name of the employee who is referring them on their application form;
- if the same applicant is referred by more than one employee the person stated on the application form will be considered the referring employee, where multiple names are stated, the bonus will be split equally.

Referrals cannot be made regarding:

- a former employee, either permanent or agency worker, who has left the school in the previous 12 months;
- a person who has previously applied for a role but declined an offer from the School;
- by a member of the HR Department, Management Committee, Senior Management team or any other person involved in the recruitment or appointment process;
- where the person does not successfully complete their probationary period;
- where an applicant is already known to the School and has been shortlisted for interview.

The referral bonus of £300/£100 will be payable in two equal instalments, the first payment will be made in the month the successful referee starts their employment and the second payment will be made following successful completion of the probationary period or for Casual Worker appointments following the completion of 50 hours service to the School.

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. There is no limit on the number of referrals employees can make.

Any disputes about the payment of referrals should be made in writing to the HR Manager who will review the matter with the DFO 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 School in doing so, or refers someone who is not lawfully permitted to take up the role, will be subject to disciplinary action. This will be seen as Fraud, equating to gross misconduct and could result in summary dismissal.

This scheme is non-contractual and as such, the School reserves the right to amend or withdraw it at any time without notice.

Referral Template Email – Copy and Paste and send to hr@farleighschool.com

Subject: Referral of **INSERT NAME** for the position of **INSERT Position name**

Dear HR,

I am writing to the make a referral in line with the School's Recruitment Referral Bonus Scheme.

Name: **Insert applicant name**

Position: **Insert position**

I confirm the applicant is aware of this referral and I that I read, understand and agree to the terms outlined in the Recruitment Referral Bonus Scheme.

Kind regards,