

SCHOOL DISTRICT #1J, MULTNOMAH COUNTY

TEMPORARY REFERRAL BONUS PROGRAM

THIS SCHOOL DISTRICT #1J, MULTNOMAH COUNTY TEMPORARY REFERRAL BONUS PROGRAM (the “Program”) is adopted effective November 1, 2021 by School District #1J, Multnomah County (hereinafter “PPS”). The purpose of the Program is to allow Eligible Employees to receive a taxable referral bonus for referring a Candidate to PPS who is hired by PPS and successfully completes a Probationary Period, subject to the terms and conditions of the Program.

SECTION 1

DEFINITIONS

The terms when used herein which are defined in Section 1 of the Program shall have the same meaning as therein defined, and the following additional terms shall have the following meanings, unless a different meaning is plainly required by the context. Capitalized terms are used throughout the Program text for terms defined by this and other sections.

1.1 Administrator. “Administrator” means the Chief Human Resources Officer or its delegate.

1.2 Candidate. “Candidate” means an individual who meets all of the following criteria:

- Is referred for a position at PPS in a job classification of acute need designated by the Administrator in Appendix A;
- Is referred by an Eligible Employee; and,
- Is hired by PPS during the Coverage Period.

Only individuals first referred to PPS during the Coverage Period who have not previously been employed by or worked at PPS may be Candidates.

1.3 Coverage Period. “Coverage Period” means the period starting on the date the Program is adopted and ending March 31, 2022, during which a Candidate is hired for the 2020-2021 school year.

1.4 Eligible Employee. “Eligible Employee” means an employee of PPS who refers a Candidate during the Coverage Period and who meets all of the following criteria:

- Is employed by PPS other than (1) in Human Resources, (2) as a direct hiring manager with authority over the position sought during the Coverage Period or in the chain of command above the direct hiring manager, or (3) an employee who conducts an interview of the Candidate; and,
- Remains employed by PPS through the Payment Date; and,

- Is designated by a Candidate as the referring employee on the application for employment. A Candidate may only designate one employee as the referring employee.

1.5 Payment Date. “Payment Date” means the date a Referral Bonus is paid.

1.6 Probationary Period. “Probationary Period” means the period starting on the date of hire and ending 90 days later during which a Candidate remains an actively working employee of PPS.

1.7 Program. “Program” means the School District #1J, Multnomah County Temporary Referral Bonus Program in its present form or as amended from time to time.

1.8 Referral Bonus. “Referral Bonus” is an amount payable to an Eligible Employee under the Program.

SECTION 2

REFERRAL BONUS

2.1 Amount of Referral Bonus. An Eligible Employee shall be paid a Referral Bonus in the amount specified in Appendix A based on the Candidate’s job classification for each Candidate who successfully completes a Probationary Period.

2.2 Time of Payment. Each Referral Bonus shall be paid as soon as practicable after, but in no event later than, the second payroll date immediately following the end of the Candidate’s Probationary Period. No Eligible Employee shall have any rights or be entitled to any Referral Bonus under the Program unless the Candidate completes the Probationary Period.

2.3 Termination and Forfeiture. If a Participant ceases to be employed by PPS or ceases to be an Eligible Employee prior to a Payment Date, the employee shall forfeit his or her eligibility for any and all future Referral Bonus payments under the Plan.

SECTION 3

GENERAL

3.1 Administration. The Administrator shall interpret the Program and prescribe such rules and procedures in connection with the operation of the Program as it shall deem to be necessary and advisable for the administration of the Program consistent with the purposes of the Program. All designations, determinations, interpretations and other decisions under or with respect to the Program shall be within the sole discretion of the Administrator, may be made at any time, and shall be final, conclusive, and binding upon all persons, including the Eligible Employees.

3.2 Amendment and Termination. PPS retains the discretion to amend, modify, suspend or terminate the Program at any time.

3.3 No Right of Participation or Employment. Except as set forth herein, no person shall have any right to participate in the Program. Neither the Program nor any Referral Bonus awarded

hereunder shall confer upon any person any right to continued employment by or service to PPS or affect in any manner the right of PPS to terminate the employment or service of any person at any time without liability hereunder.

3.4 Withholding. PPS will withhold from any amounts paid under the Program any income tax or other amounts as required by law, including any mandatory contributions under PERS or OPSRP.

IN WITNESS WHEREOF, PPS has adopted the Program as of the Effective Date.

**School District Number #1J, Multnomah County
Oregon**



By: _____
Title: Chief Human Resources Officer

APPENDIX A

**ELIGIBLE JOB CLASSIFICATIONS
AND
REFERRAL BONUS AMOUNTS**

The Administrator has designated the following open job classifications as qualifying an individual to be a Candidate under the Program, with the referring Eligible Employee to receive a Referral Bonus in the amount specified for the Candidate’s job classification below if all of the terms and conditions of the Program are otherwise met:

Classification	Referral Bonus
Custodian	\$750
Counselors	\$750
QMHP	\$750
Social Workers	\$750
SPED - Paraeducators	\$750
SPED - Educators	\$750
SPED - CRP Educators	\$750
SPED - School Psychologists	\$750

(Excludes TOSA and Administrator positions)