



Apple Playschools Employee/Family Referral Program Policy

Apple Playschools Referral Policy:

At Apple Playschools we strive to find candidates who are aligned with our values and social justice branches. We firmly believe that our community (teachers and families) are in the best position to help our organization find the best candidates possible. We recognize that our community members are likely to refer individuals best suited for our programs and we would like to recognize their efforts somehow.

We are accepting referrals for the following positions: Mentor, Apprentice, Flex and Substitute teachers and summer camp members. We will provide the following incentives to our staff members and families for providing referrals:

- **For current staff:** An additional five (5) PTO days for each referred new hire that completes their 90-day probationary period. These additional paid days must be used within the school year and . If a staff member decides to terminate their employment with Apple Playschools before the new hire completes their probationary period a gift card will be issued instead.
- **For seasonal employees:** \$50 gift card to the local business of your choice, OR to Meijer, Kroger, or Target, for a referral that is subsequently hired by Apple Playschools.
- **For current families:** An additional five (5) days of vacation credit to use for any referred new hire that completes their 90-day probationary period. If for any reason a current family ends their contract before the staff member completes their probationary period, a gift card will be issued instead.
- **For alumni family members and former employees:** \$100 gift card to the local business of your choice, OR to Meijer, Kroger, or Target, for a referral that is subsequently hired by Apple Playschools.

Candidates must state they have been referred by the staff or family member at the time they submit their job application through our website and they must also meet the minimum qualifications for the position they are applying for. Board members and administrative, leadership or central administrative employees are not eligible to receive referral incentives as recruitment is part of their assigned work duties.

Employees must be in good employment standing to be eligible for referral incentives and current family members must not have any overdue balances. If someone is referred by one or more employees or family members, the referral incentive will be provided to whoever referred the candidate first. Referral incentives will not be provided for referring immediate family members (parents, children, siblings).

