



Alief ISD Employees Earn \$500 for Referring Teachers (Effective 2014-2015 School Year)

Any current full-time Alief employee (excluding district administrators and substitutes) who refers applicants to teach can earn up to \$500 for each referral if Alief ISD hires the teacher, the new teacher works 90 days or more, and is eligible for a year of service credit.

Guidelines:

- ***Two employees cannot refer the same person.***
- ***The referred teacher must meet the usual requirements for employment as a teacher in Alief ISD.***
- ***Alief ISD makes no guarantee to hire referred teacher applicants.***
- ***Employees cannot refer previous or current Alief student teachers, long-term substitutes, vacant-position substitutes, substitutes, part-time employees, interns, professionals, paraprofessionals, or manual trade employees.***

HR will collect and verify the referral information from the New Teacher Survey that is collected from each new teacher at their Employee Processing session. After confirming the name of the employee making the referral, an HR administrator will request payment of the referral fee to the employee. Rewards will only be issued during the months of February and July. The HR administrator will notify the employee stating when to expect payment from the payroll department. The employee referring the new teacher does not have to complete any paperwork to claim the referral fee. To ensure you are being considered for the fee, please contact HR Secretary, Melissa Grant at (281) 498-8110 extension 29142.

Effective Sept. 2014

