



# REFERRAL PROGRAM

## Details & Regulations

### Overview of the Referral Process

1. Referrer submits a candidate through our [web form](#).
2. Referrer is sent to the Referral Confirmation Page; candidate receives a notification email.
3. Candidate must become hired and meet the minimum work requirements for the referrer to receive referral payment.

### Referrer Requirements

To be eligible to participate and receive payment through our referral program, the referrer must fill out the form accurately with the correct information in each designated field. Referrers must either be:

- An active employee of ESS at the time of referral submission and at the time of referral bonus payout.
- A faculty/staff member of a school district that partners with ESS.
  - District employees must register with a valid district email address to be eligible.
  - District administrators involved in contracts or hiring are excluded from this program (e.g. superintendents, assistant superintendents, business administrators, CFOs, HR directors, principals, assistant principals).
  - District employees from the state of Oregon are not eligible for this promotion due to state laws.

### Candidate Requirements

To be eligible for referral payment, the referred candidate must meet the following requirements:

- The referred candidate must be entirely new to the ESS application process. At no point in history can the candidate have started an application, even if it was ultimately never completed.
- When ESS partners with a new district (or implements a new service line in a current district), any district substitute or other applicable staff who has the opportunity to transition to ESS is not a valid referral candidate.
- The referred candidate must complete their application, become hired, and:
  - Substitute candidates must work eight (8) or more days within their first 30 calendar days (the 30-day period begins on the date of the candidate's first completed assignment).
  - Permanent candidates must accept and complete two (2) consecutive months in a permanent position.
- The referred candidate must not have undergone any disciplinary action.

### Referral Payment Details

Eligible referrers will receive payment based on the following guidelines:

- Each successful referrer will receive \$75 for each candidate.
- There is no limit to the number of people that can be referred; however, ESS employees are limited to earning a maximum of \$2,700 per calendar year, and employees of our partner school districts are limited to earning a maximum of \$525 per calendar year (January 1 - December 31).
- Referral bonuses are paid out quarterly in July, October, January, and April.
  - The referrer will be paid out according to the date in which the referred candidate meets all eligibility requirements. See table (right).
  - If the recipient of a referral payment is an employee of ESS already receiving direct deposits or paychecks, the referral bonus will be added to the last paycheck of the month the payment is scheduled to be awarded.
  - If the recipient of a referral payment is a district employee, a gift card will be mailed to the address submitted through our form.
- If the referred candidate applies with a different email address than the one submitted in the web form by the referrer, our system has no way to link the referral with the applicant. Payment will not occur unless the referrer notifies ESS of the situation and ESS confirms the referral is valid.
- Questions can be sent to [ReferralProgram@ESS.com](mailto:ReferralProgram@ESS.com).

If referred candidate meets all requirements in:	Referrer will receive payment in:
January - March	April
April - June	July
July - September	October
October - December	January