



# TVUSD Referral Incentive Form

## Referring Party Information

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email address: \_\_\_\_\_  
Site & Position: \_\_\_\_\_

## Referral Information

Candidate Name: \_\_\_\_\_  
Email/Phone: \_\_\_\_\_  
Position(s) \_\_\_\_\_  
Referred For: \_\_\_\_\_

## Referral Guidelines

Permanent Employees of Temecula Valley Unified School District are encouraged to refer qualified candidates for open positions in the classification of Bus Driver, Van/Automobile Driver, Instructional Assistant II – RSP/SDC, Instructional Assistant III – Special Education/Health, Autism Behavior Intervention Assistant, Child Care Aide, Crossing Guard, or Child Nutrition I posted on the district’s website via EDJOIN.ORG. Employees are eligible to receive a \$50.00 referral bonus if a candidate they refer is hired under the following conditions:

- The referred candidate has completed 6 months or 130 work/holidays of employment whichever is greater and is still employed.
- The new employee successfully meets the probationary period timelines.
- A Referral Form must be received and verified by Human Resources.
- The referring employee’s name must be provided on the Candidates EDJOIN employment application.
- Payment for the referral will be paid within 60 days following the successful completion of the employee’s probationary period.
- This form shall be submitted no later than one (1) year from the new employee hire date.

**Please turn this form in to Human Resources Development.**

I have read and understand Temecula Valley Unified School Districts Referral Policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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### HRD USE ONLY

HRD Approval: \_\_\_\_\_ Date: \_\_\_\_\_

SACS CODE: \_\_\_\_\_