**Douglas-Cherokee Head Start/Early Head Start**

**Referral Incentive for Substitutes Guidelines**

All DCEA employees and current active substitutes are eligible to make a substitute referral.

All eligible referring employees must complete the **Referral Incentive for Substitutes** form.

The form will be located on the dceaheadstart.org website.

The form must be emailed to jobs@dceaheadstart.org.

All referred substitutes must complete an employment application and return to Human Resources.

Human Resources will contact each qualified person referred to initiate the hiring process.

 **Contacting Process**

* Initial Contact
* Interview
* Facilitating Orientation

All referred substitutes must participate in the hiring process.

All referred substitutes must complete all requirements before receiving the incentive.

All referring employees will receive the incentive once the referred substitute completes all requirements.

 **Requirements**

* Complete Orientation and assist in keeping a classroom open 5 times

**Incentive Processing**

* The current referral incentive amount is**:** **$50.00**
* The referral incentive will be processed in the pay period in which the employee completes the requirements.
* The referral processing form will be attached to the timesheet of the employee on a different color paper.
* All payments will be processed through the Agency payroll system.

\* In the event that a referred substitute is hired as a regular employee during this process, the incentive will automatically be processed.

\* If the referring employee leaves the program before the referred substitute completes the requirements, the referring employee will no longer be eligible for the referral incentive.

\* The referral incentive can begin and end at anytime based on program needs.