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Date: February 13, 2024

To: All Staff

RE: Important Changes to Classified Employee Referral Program

We wanted to inform you about significant changes to the Classified Employee Referral Program, which will be effective as of March 1, 2024. The Human Resources department has carefully considered your feedback on the existing process and has worked diligently to enhance it.

Changes to the Referral Process:

As of March 1, 2024, the current process of receiving the referral bonus by sharing the "refer a candidate" link through the career site will no longer be utilized as part of the referral bonus process and payment. Instead, the new referral process will be part of the candidate onboarding tasks. Candidates will be required to provide information about who referred them to the District during the onboarding process.

Eligibility Requirements:

While this process is changing, the eligibility requirements for the referral bonus will remain unchanged. Current employees will still be eligible to receive a \$500.00 referral bonus for referring a candidate to employment in any benefits-eligible Classified position. The bonus will be awarded once the referred candidate has been hired and worked 90 days. It's important to note that former or rehired employees are not eligible to be referred in this program. Additionally, hiring managers, hiring committee members, hiring collaborators, Human Resources employees, and the District Leadership Team are not eligible to receive a referral bonus.

Should you have any questions or require further clarification, please do not hesitate to contact Employee Relations at humanresources@cherrycreekschools.org or by phone at 720-554-4328.