



WINDHAM SCHOOL
DISTRICT

NUMBER: SD-07.55 (rev. 1)
DATE: January 19, 2016
PAGE: 1 of 3
SUPERSEDES: SD-07.55
April 21, 2014

SUPERINTENDENT DIRECTIVE

SUBJECT: TEACHER APPLICANT REFERRAL

AUTHORITY: Windham Board of Trustee's motion April 17, 2014

APPLICABILITY: Windham School District (WSD)

EMPLOYMENT AT-WILL CLAUSE:

These guidelines **do not** constitute an employment contract or a guarantee of continued employment. The WSD reserves the right to change the provisions of these guidelines at any time.

Nothing in these guidelines and procedures limits the superintendent's authority to establish or revise human resources policy. These guidelines and procedures are adopted to guide the internal operations of the WSD and **do not** create any legally enforceable interest or limit the superintendent's authority to terminate a noncontract employee at will.

POLICY:

WSD employees shall receive eight hours of administrative leave for each referral of each full-time classroom teacher hired. The administrative leave shall be awarded and administered in accordance with this directive.

PROCEDURES:

- I. WSD employees shall receive eight hours of administrative leave, for the referral of each full-time classroom teacher applicant hired. The administrative leave shall be awarded when the teacher applicant completes new hire training. The Teacher Applicant Referral (Attachment A) shall be completed and signed by both the teacher applicant and the referring WSD employee and included with the initial submission of the application. The Teacher Applicant Referral cannot be submitted separately or added to the application at a later date.

- II. The eight hours of administrative leave shall be administered as, and subject to, the same conditions as any absence request. This leave shall expire if not used by the first anniversary of the award date. The employee is responsible for using the leave within that time.

- III. This program shall be implemented for specific time periods as defined by the superintendent. Any application submitted for a classroom teacher position during those dates, if accompanied by a completed Teacher Applicant Referral, shall be eligible for the recruitment bonus even if the decision to hire and the starting date of employment occur after the close of the program.

Signature on file

Dr. Clint Carpenter, Superintendent
Windham School District



Windham School District

Schools in the Texas Department of Criminal Justice

TEACHER APPLICANT REFERRAL

Applicant Information

Name: _____ Applicant's Month/Date of Birth: _____
(Last, First, MI) (mm/dd)

The below named employee of the Windham School District referred me for a classroom teaching position.

Today's Date

Applicant's Signature

Referring Employee Information

Payroll Name: _____ Employee's Month/Date of Birth _____
(Last, First, MI) (mm/dd)

Job Title: _____ Unit or Department: _____

Home Mailing Address:

City, State, Zip: _____

I have referred the above named applicant for a classroom teaching position with the Windham School District

Today's Date

Employee's Signature

IMPORTANT INSTRUCTIONS: Both the applicant and employee shall complete and sign the appropriate section of the form. The completed form shall be included in the State of Texas Application for Employment when it is submitted for teaching position. It cannot be submitted separately or added to the application at a later date.

NOTE TO APPLICANTS AND EMPLOYEES: With few exceptions, you are entitled upon request: (1) to be informed about the information the WSD collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with WSD's procedures, that incorrect information that the WSD has collected about you be corrected.