

Eligibility:

Great Hearts America* requisitions are eligible for the Referral Bonus Program. (*Great Hearts Texas, Athenaeum, Young Hearts and Great Hearts Christian Academies requisitions are excluded.*)

All faculty and staff of Great Hearts must be actively employed and in good standing at the time of receipt of the bonus, *excluding those listed below, who are not eligible for the bonus:*

- The relevant hiring managers (or those in the reporting chain who contribute to hiring decisions)
- All Talent members
- CEO, Superintendents, and other senior executive staff
- Seasonal/Temporary Employees

Guidelines and Process:

1. The referring faculty/staff member must submit a candidate referral in Workday. See this [Candidate Referral Job Aid](#) for reference on how to submit the referral.
2. The candidate must list the name of the referring faculty/staff member as the source name in their Workday application. The employee listed as a referring employee on the candidate's Job Application Summary is the employee that may receive a bonus. Exceptions must be approved by Human Resources and related hiring managers.
3. Candidate must be hired as a full-time employee by a Great Hearts academy or the Great Hearts Home Office and be in good standing for 30 days.
4. The HR Partner confirms protocol has been met and confers with the hiring Headmaster or hiring manager for final approval.
5. The HR Partner submits referral bonus, as a one-time payment, in Workday.
6. The referring faculty/staff member will receive a one-time taxed bonus of \$500.00 in addition to their normal pay. (In instances of a split referral bonus exception, no more than two employees will receive a payment of \$250.00 each.) Please note that processing time may take several weeks.
7. Great Hearts Academies cannot issue stipends for former employees who are rehired.

Program policy revised and effective July 1, 2026.

**Great Hearts America includes: Arizona Academies, Louisiana Academies, Home Office, NOVA/Great Hearts On-line*