

3341-5-32 Bonus Policy.

Applicability	All University units- Administrative and Classified Staff
Responsible Office	Office of Human Resources
Responsible Administrator	Chief Human Resources Officer

(A) Policy Statement and Purpose

Exemplary job performance that well exceeds the usual expectations for the position should be encouraged, recognized and rewarded. The university adopts this policy to govern the awarding of one-time, lump-sum compensation that is outside of base salary or wages to reward exemplary performance.

(B) Policy**(1) Eligibility**

To be eligible for a bonus under this policy a recipient must:

- (a) Be an active, full-time or permanent part-time employee of the university.
- (b) Not have received any disciplinary action for the previous year.
- (c) Completed the probationary period, if classified staff.

(2) Consideration for a bonus shall be based on factors that include, but are not limited to:

- (a) Exemplary work on a special project
- (b) Achievement of significant departmental/project goals

- (c) Development of or assistance with implementation of an idea or an initiative which improves a business process, results in cost-savings, or supports a university strategic goal
 - (d) Consistent exemplary performance in all areas, going well above and beyond the normal expectations
- (3) Bonus consideration shall not include consideration of the following factors:
 - (a) Holidays, length of service, or work anniversaries
 - (b) Consistently meeting expectations of the full performance standards as assigned by the position
 - (c) Situations to which the provisions of other rules and/or collective bargaining agreements are applicable salary increases
 - (d) Changes in duties or responsibilities that result from transfer or reassigning responsibilities to another person or unit
 - (e) Perfect attendance record
- (4) Other considerations
 - (a) This bonus program shall not apply to employees who are represented by a collective bargaining agreement; or to employees whose employment contracts otherwise provide for earning performance based bonuses or to employees whose positions are funded, in whole or in part, on external grant funds unless the grant agreement allows for the use of grant funds for payment of bonuses.
 - (b) Bonuses are discretionary. This policy creates no enforceable contract right.

- (c) Bonuses are dependent on the availability of funds as determined by the unit administrator, Vice President and university President.
 - (d) A bonus will be a one-time payment. Bonuses are not added to base salary.
 - (e) Funding of bonuses will be the responsibility of the employing unit or division.
 - (f) Funding exceptions for special projects may be accepted and approved by the Divisional VP or President.
 - (g) Bonuses will be processed through the university payroll system. The applicable deductions and federal state tax contributions will be taken.
 - (h) The minimum bonus that may be paid under this policy is two hundred fifty dollars. The maximum bonus amount that may be paid under this policy is two thousand dollars.
 - (i) Bonus payments below the minimum amount or above the maximum amount or under circumstances not provided for by this policy shall require the prior written approval of the university President.
 - (j) Bonus payments must comply with all state and federal laws and regulations.
 - (k) This policy is subject to revocation or modification at the Administration's sole discretion.
- (5) Procedure

Recommendation and approval for any bonus shall be made solely at the discretion of the Departmental Manager/Director, Vice President, Dean or President and shall not be subject to appeal or further review.

- (a) The Department Manager/Director or VP shall complete the Bonus Submission Form and submit the information to the appropriate Dean/Director/VP for review.
- (b) The Divisional VP shall provide final approval, or not, in consultation with the Chief Human Resources Officer or the appropriate designee to ensure the request meets the required criteria.
- (c) Approved bonus payments will be processed in December, through the Payroll Department.

Registered Date: December 14, 2015