

## P&A Special Bonus Payment

Departments may award a bonus from department level funds at the financial discretion of the department head. The bonus shall be provided *not more than once per fiscal year* (October 1<sup>st</sup> through September 30<sup>th</sup>) to employees who have completed their probationary period (six months, unless extended). A special bonus is *not to be added to base salary*, it does not include University retirement savings contributions, and it is non-grievable.

In the administration of special bonus payments, the following guidelines should be applied:

- Verify that the employee has not received a special bonus payment regardless of any change on position, classification, or department during the subject fiscal year (Presidential bonus program is separate and receipt of such a bonus does not affect eligibility for the subject bonus program);

REASON FOR BONUS

Performance bonuses are to be awarded based on the following criteria: contributions that clearly **exceed** individual employee goals/expectations (Examples include: completion of a special project milestone, exceptional meritorious performance, retention and recognition of critical and high demand skills, innovation or creativity, positive financial impact, cost reductions, impact beyond departmental and divisional scope);

**\*Please attach a description of employee contributions that qualify for a special bonus.**

- The amount of the special bonus payment should take into account internal equity considerations;
- The special bonus payment request must be approved in writing by the unit's Dean or VP.
- In an effort to ease “end of year” Payroll processing activities, we encourage departments to submit special bonus payment actions prior to the month of December, and;
- The Union is to be notified via a copy of this form.

Please use this form (or attach an Excel spreadsheet if not sufficient space) to list employee(s) name, Banner ID, special bonus amount, and E-Class. **This form (and attachment) is to be submitted directly to Labor Relations, 3900 A/AB for approval, who will pass on to Payroll for processing.**

Employee Name	Banner ID	Bonus Amount	E-Class
		\$	
		\$	
		\$	
		\$	

**SIGNATURES:**

Dean or Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

S/C/D: \_\_\_\_\_

Labor Relations Approval: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Union



**P&A Special Bonus Payment Attachment**

(Must be attached to receive consideration; one attachment sheet per employee)

EMPLOYEE'S NAME:  DATE:

JOB CLASSIFICATION:

**EMPLOYEE CONTRIBUTIONS**