

Staff Association and P&A Special Bonus Payment Request

Departments may award bargaining unit employees 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 1st through September 30th) 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);
- The amount of the special bonus payment should take into account internal equity considerations;
- 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.
- Complete all sections of this form, including “Reason for bonus” and description of employee contributions on page 2.

Reason for bonus: performance bonuses are to be awarded based on contributions that clearly exceed individual employee goals/expectations. Please provide a description of employee contributions that qualify for a special bonus (complete page 2); **Check one:**

Completion of a special project milestone

Assumed duties of another position

Exceptional meritorious performance

Positive financial impact

Innovation or creativity

Cost reductions

Retention and recognition of critical and high demand skills

Impact beyond departmental and divisional scope,

Other:

Employee Name	Banner ID	E-Class	Job Title

Bonus Amount: \$ _____

Dean or Vice President Signature

S/C/D

Date

Total Rewards – Compensation & Classification Approval

Date



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(Must be submitted with form to receive consideration)

Description of Employee Contributions: