

**Performance Bonus Plan
Sr. VP for Academic Affairs & Provost
The College of Education, Criminal Justice and Human Services
Classified & Unclassified Employees**

Effective July 1, 2012

Scope: This policy applies to classified and unclassified employees for the period of coverage noted above.

Purpose and Objectives: To recognize and reward employees within the College of Education, Criminal Justice, and Human Services department. **This program is not to reward longevity or to substitute for annual increases, additional duty pay (ADL), temporary workload pay (TWL), or overtime pay (OTP).**

Eligibility: Full-time and part-time classified and unclassified employees within the College of Education, Criminal Justice, and Human Services, who have a current performance evaluation on record with a rating that exceeds expectations of performance.

An employee may also be nominated and qualify for the following bonus awards:

- 1) **“Exceptional Performance Award”**- Performance has a significant impact upon the mission of their department or college and the university;
- 2) **“Above and Beyond Professionalism Award”**- Provide exemplary quality service to a student, group of students, or parents of their own unit or another campus unit.

Criteria

- Must have established continuous employment within the College of Education, Criminal Justice, and Human Services for a minimum of six months
- Must have maintained an overall satisfactory performance during the preceding six months
- Must be free of any kind of disciplinary action

Performance Measures: Eligible employees within the College of Education, Criminal Justice, and Human Services may be nominated for a bonus award based upon the following measures:

1. Exceptional Performance Awards

Goal Attainment

- a. This will be an individual or team based award for eligible employees whose performance has a profound effect that goes beyond achieving their annual objectives or beyond what is commonly considered as “doing a good job.” Recommendations will be reviewed as submitted. Recommended award amount may range from \$250 to \$ 6,000.

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2. Above and Beyond Professionalism Awards

Goal Attainment

- a. This will be an individual based award for eligible employees who exhibit exemplary customer service at the unit level (refer to examples on recommendations form).
.Recommendations may be submitted throughout the year. Recommended award amount may range from \$250 to \$ 6,000.

Procedure for Nomination and Award

- Department or unit submits recommendation form to the dean's office;
- College Staff Award Committee reviews nomination and makes recommendation to the dean for approval. The Dean may review a nomination in lieu of the College Staff Award Committee in time-sensitive situations to facilitate the award process.
- After reviewing the nominating materials and recommendations, the dean will make a determination and notify the department head regarding recommended award;
- The bonus recommendation will be sent to the Provost office for consideration;
- College business office will process a Payroll PCR to award approved bonus through the payroll system.

The College of Education, Criminal Justice, and Human Services may suspend or discontinue the program at any time for any reason.

Method of Funding: Although it is expected that funding will come primarily from the individual unit, limited funds in the college budget may be set aside each year for this purpose.

Target Plan Payout: Bonus payment will be distributed on the next available payroll from the date of approval by submitting a Personnel Change Request.

Payout Criteria: The bonus award will be paid out as a one-time lump sum. An employee may receive more than one award in a year, not to exceed \$ 6,000 in a fiscal year.

Distribution of Incentive Earnings: Bonuses will be distributed as a taxable, one-time lump sum payment during normal payroll processing.

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Executive Level Approval:

Authorized Signature

Date

Title

Provost Level Approval:

Authorized Signature

Date

Title

Total Compensation and Wellness Approval:

Authorized Signature

Date

Title

- Changes to the bonus plan will require Provostal and Compensation's review and approval.
- Contact your HR Director assigned to your area if you have questions regarding the bonus plan.

Last Revised: November 19, 2012

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Recommendation Form

This is to request recognition and reward for the employee noted below for (indicate type):

_____ Exceptional Performance

_____ Above and Beyond Professionalism

Date of Recommendation:

Department:

Nominee's Name:

Nominee's Title:

Description of performance or contribution beyond annual performance objectives (attach additional documentation as needed):

Time Frame of performance: (start)

(end)

Amount Recommended for Award:

_____ Total Award

_____ Dept.'s contribution

_____ College's contribution

Recommendation submitted by:

_____ Name

_____ Signature

_____ Date

Department Head reviewed:

_____ Name

_____ Signature

_____ Date

Submit Recommendation form & documentation to: Michael Powell, Michael.Powell@uc.edu

College use below line:

Good employee status:

Approved:

Date of approval:

Department notified:

Employee notified:

PCR processed:

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Exceptional Performance Awards

Some examples are:

- Significant contribution to the fulfillment of goals and objectives of the department, college or university;
- Significant contributions to the fulfillment of enrollment and revenue targets in the department, college or university;
- Exceptional work performance beyond the prescribed expectation of an employee's job description;
- Creative ideas or solutions using strategies which increase efficiency and the effective use of resources, or which strengthen the image of the department or college;
- Exceptional management aimed at making systems more efficient and processes more streamlined, effective and valuable;
- Significant and continuous increase in service, quality of work or productivity;
- Significant improvement or enhancement of the quality of work life in ways that make a substantial difference for colleagues.

Above and Beyond Professionalism Awards

Some examples are:

- Assisting a student, parent, staff member, faculty member or community member in an unusually difficult situation;
- Organizing a major one-time event, departmental move , or lab configuration/reconfiguration;
- Mentoring a new staff member;
- Leadership in training and professional development for groups of staff members in the college
- Assisting another unit during a transition period;
- Developing and implementing collaborative processes and procedures to support operations;
- Receiving a job related certification;
- Recommending operational improvements;