

BONUS REQUEST FORM - LOCAL 743 EMPLOYEES

TO BE USED ONLY FOR - Supervisors requesting a special bonus payment for a current Local 743, I.B.T. employee

Employee ID: _____	Employee Name: _____		
Department #: _____	Department Name: _____		
Job Code: _____	Job Title: _____	Hrs/Wk: _____	
Bonus Amount: \$ _____	Account # _____	<u>ErnType</u> BPY	<u>Acct. Amt.</u> \$ _____

Select one or more of the following:

- Exceptional Achievement** (acknowledgement of a major innovation that resulted in increased productivity and/or quality of the unit).
 Explain the circumstance: _____

- Exceptional Service** (acknowledgement of extraordinary circumstances that call for contributions that far exceed expectations).
 Explain the circumstance: _____

- Special Project(s)** (acknowledgement of those requested to work on projects significantly and demonstrably different from their regularly-assigned duties).
 Explain the circumstance: _____

- Budget Savings** (acknowledgement of productivity improvement or an innovation that resulted in budget savings beyond the employee's regular job assignment).
 Explain the circumstance: _____

ALL FIELDS REQUIRED

Department Contact	Phone	Employee	
Date			
Dean/Administrator	Date ^U	Supervisor	Date
		HRS Approval	Date

INSTRUCTIONS:	Throughout the term of this agreement between The University of Chicago and Local 743, I. B.T. this form will be used to request bonus payments for union employees. Employees may be eligible for payments for exceptional achievements at the discretion of the University. Employees must be non-probationary and not be on a recorded disciplinary track.
ROUTING:	Bonus Request Form should be routed to Human Resource Services, Office of Labor Relations for approval. Forms will be processed and payments will be included in the next biweekly payroll.