

Bonus Program for Local 743 Employees

Q. What is the Bonus Program for Local 743 Employees?

A. It is a program designed to give supervisors and managers the opportunity to reward their exceptional Local 743 employee(s) with bonus payments.

Q. Who is eligible for consideration to receive a bonus?

A. Any member of Local 743 or any designated team of 743 members so long as each recipient has completed his/her probationary period and is not under documented corrective discipline at the time the supervisor makes the recommendation for bonus.

Q. For what reason(s) would a Local 743 member or 743 team be given a bonus?

A. Any of the following reason(s):

Exceptional Achievement

- acknowledgement of a major innovation that results in increased productivity and/or quality of the operation

Exceptional Service

- acknowledgement of contributions that far exceed expectations of the job

Budget Savings

- acknowledgement of productivity improvement or an innovation that results in budget savings beyond the employees regular job assignments

Special Projects

- acknowledgement of those requested to work on projects significantly and demonstrably different from their regularly assigned duties (typically done in addition to the regular job duties)

Q. How does a supervisor request a bonus?

A. The supervisor will be asked to submit a special bonus request form and any applicable supporting material that speaks to the role of the recipient(s), the extent of extra effort, and the impact of the achievement.

Q. What is the value of a bonus?

A. Bonuses will vary from department to department, depending upon the mission of the unit and its budgetary situation. However, requests for award amounts of up to \$500 will be processed automatically, provided the recommendation adequately describes the achievement and its impact. Bonuses for these exceptional achievements remain solely at the discretion of the University.

Q. When are bonuses given to employees?

A. These bonuses may be requested at any time throughout the year. The idea is to recognize the employee(s) as soon as possible after the completion of an extraordinary effort.

Q. Can a supervisor use this Bonus Program as an incentive toward certain productivity goals?

A. In order to preserve the definition of the bonus payment under the Fair Labor Standards Act (FLSA) and to protect the University from violations relevant to overtime, supervisors should not use the bonus program as an incentive, where employees are promised a reward when a special goal is achieved. Instead, all bonus payments must be spontaneous, unanticipated and unannounced until the request has been processed.