



# STONEHILL COLLEGE

## **Performance-Based Bonus Program: Frequently Asked Questions**

### **Q. Who is eligible to be nominated for a bonus?**

A. All exempt and non-exempt, non-bargaining administrators and staff who complete the Performance Management process are eligible to be nominated for the Performance-Based Bonus Program. Neither union employees, nor Division/Executive-level administrators are eligible. Please refer to the program guidelines document for complete details.

Supervisors who do not complete the steps of the performance management process by the due dates will not be eligible for a bonus.

### **Q. Are employees hired after April 1<sup>st</sup> eligible to be nominated for a bonus?**

A. No. Employees hired after April 1<sup>st</sup> of the current fiscal year will be eligible to be nominated for a bonus at the end of the next Performance Management cycle.

### **Q. What does the nomination process entail?**

A. Supervisors initiate the nomination process by documenting the employee's contributions in a formal written justification including the recommended bonus level (nominated employee's completed Final Performance Appraisal must be attached along with supporting documents) to his/her direct supervisor.

Complete nominations are to be submitted by August 12<sup>th</sup>, 2011; however, supplemental supporting documents may be submitted by the end of August. Supervisors at each successive reporting level will need to concur with the nomination for it to be submitted to their Division Head.

If an employee is not nominated for a bonus by their Supervisor but believes they should be, the first step is to try to talk with their Supervisor about why. If they are not comfortable having this conversation, they may contact Human Resources to help guide them through the appropriate next steps.

### **Q. How are nominations reviewed and by whom?**

A. Division Heads will review each nomination within their division and, if necessary, request additional information on the employee's performance. If the Division Head concurs with the nomination it will be submitted to Division Heads for consideration with all nominations. The President will review and approve all final nominations. Bonus payments will be made sometime during the fall semester.

### **Q. What is the amount of the bonuses and when are they awarded?**

A. Bonuses will be awarded to confirmed nominees in the form of one-time cash payments in one of three levels: Individual Bonus – up to \$2,000; Project Bonus – up to \$3,500 and Multi-Contributor Bonus – up to \$5,000.

Please refer to the program guidelines document for complete details on each bonus level. Bonus payments will be made in September of each year.

**Q. Are there a limited or defined number of bonuses allocated for each bonus level?**

A. No. There is a pool set aside from which all bonus awards will be drawn. The number of each type of bonus awarded is dependent on the nature of the nominations. There may be any combination of bonus types awarded.

**Q. Does the nominator recommend the bonus level?**

A. Yes. The nominator determines the bonus level and amount based on the criteria outlined in the guidelines document.

**Q. Can the same employee be nominated for more than one bonus level per fiscal year?**

A. Yes, but they are only eligible to receive one bonus.

**Q. What if an employee started a project during the current fiscal year, but hadn't completed it by year end?**

A. A project can only be nominated once; the nomination should be put forth at the end of the completed project. If by chance the project crosses fiscal year, supervisors must determine if the project is near completion. If it is not near completion it will need to wait until the following year to be nominated.

**Q. How will a bonus be divided among teams?**

A. Large implementation teams of more than seven members will have a maximum bonus allocation of \$20,000 to be distributed among team members based upon contribution levels to the project.

**Q. A staff member, who has been doing the same job for years, has learned new technology and has developed systems to create efficiencies and improve service. She is regarded as the "go-to" person in the department, but she didn't produce anything dramatically new this year. Should her supervisor consider her for a bonus?**

A. It depends if implementing such improvements was a part of her performance goals for the year. If they were not a part of her goals and she achieved them in addition to meeting her goals, this person might be a candidate for an Individual Bonus. Keep in mind, however, that annual performance goals should be updated at mid-year to allow for priorities to shift and new projects to emerge.

**Q. Are employees who received an overall performance rating of "Achieving Expectations" eligible for the bonus?**

A. Not necessarily. The guidelines state that an employee's work needs to be judged via the nomination and supporting documents as having accomplished an extraordinary achievement. The employee's supervisor is responsible for submitting a nomination form on behalf of the employee to recognize extraordinary achievement.

**Q. If a staff member transfers departments or divisions and is nominated by their previous supervisor, who funds the bonus? Should the current supervisor be informed?**

A. The bonus would be approved by the prior division, and yes, the current supervisor should be informed.

*Do you have additional questions or comments about the Performance-Based Bonus Program? Contact [Maryann Perry](#), Director of Human Resources at (508) 565-1105.*