California State University SAN MARCOS | CSUSM Corporation

Department: Human Resources
Created: 9/3/15
Revision Date:
Name Change Revision Date: 7/1/17
Total Pages: 1
Approved by: Board of Directors

BONUS PAY POLICY

PURPOSE:

The purpose of this policy is to provide guidelines for bonus payments to CSUSM Corporation staff at the request of their manager and/or supervisor. A bonus is a special one-time, lump-sum payment made to an eligible staff member to reward extraordinary performance. A bonus may be used to reward a staff member's special efforts and high performance on projects or special assignments. It may be used to recognize unexpected, self-starting, extraordinary individual accomplishments in support of organizational performance effectiveness occurring outside the boundaries of the expected performance of the staff member's job. Bonus payments should not be used to circumvent the CSUSM Corporation annual wage increase guidelines.

ELIGIBILITY AND PARTICIPATION:

To be considered for a bonus payment, the CSUSM Corporation staff member must have been employed with CSUSM Corporation for a minimum of one (1) year. All requests for bonuses will require supporting documentation in the form of a letter or memo. The Project Director/Principal Investigator is responsible for ensuring and verifying that any staff member recommended for a bonus has a current performance appraisal on file and/or a performance letter/memorandum on file. The performance appraisal and/or performance letter/memorandum must document the performance and contributions that warrant the bonus. The staff member must have an overall performance rating of "fully satisfactory and dependable level of performance" or higher (i.e., 3.0 or higher) on the most recent performance appraisal. Bonuses are not to exceed $500.00 without CSUSM Corporation Executive Director written approval.

FUNDING SOURCE:

Funding for bonus payments are the responsibility of the project, program, department, or auxiliary and must be available as well as an allowable expense on the project being utilized. Bonuses for eligible employees funded by grants and contracts are expected to be funded from those sources, provided that such funds are allowable and available in the funding source.

APPROVALS:

All bonus pay requests will come from the project to which the employee is assigned and must be pre-approved by the Project Director/Principal Investigator and the Dean or Vice President. The bonus pay request must also be approved by the auxiliary Executive Director associated with the project (if applicable) and all requests must be approved by the Executive Director of CSUSM Corporation.

Special Notes:

Students and CSUSM faculty and staff employed through CSUSM Corporation as additional employment are not eligible for bonus payments. Bonuses should not be discussed with the intended recipients until all approvals have been obtained.