

OFFICIAL POLICY

Subject/Title:	University Employee Bonus Plan
Policy Number:	FPU-6.0032P
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Revised <input type="checkbox"/> Technical Revisions Only <input type="checkbox"/> Emergency Policy
Date First Adopted:	09-28-2022
Date Revised:	N/A
Responsible Division/Department:	Human Resources
Initiating Authority:	Dr. Allen Bottorff, VP of Administration & Finance

A. APPLICABILITY & PURPOSE

The Florida Polytechnic University bonus plan is designed to comply with Section 1012.978, Florida Statutes, and the Florida Board of Governors (BOG) Regulation 9.015. This policy provides guidance on awarding individual Bonus or incentive payments to recruit and retain employees and to reward superior work performance.

This policy applies to employees that are classified as out-of-unit faculty, executive service, administrative, and support personnel who are not governed by any applicable collective bargaining agreement.

B. DEFINITIONS

1. Bonus - lump-sum payment that does not increase the employee’s recurring base rate of pay.

- (a) Bonuses are not considered compensation for purposes of benefits accrual or retirement plan contributions, except if such bonus is made in lieu of a permanent increase when the employee’s base pay is at the maximum range and in compliance with applicable Florida laws and regulations.
- (b) Such earnings are taxable earnings for the recipient in the year paid.
- (c) Bonuses are subject to the availability of funds and annual limitations on remuneration from state funds as described in Section 1012.976, Florida Statutes.
- (d) Bonuses shall not normally exceed 15% of an employee's annual salary or \$15,000, whichever is greater. Proposed bonus payments above these limits must include written justification.

2. Good standing - An employee who:

- (a) Has a minimum overall rating of “Meets Expectations” or equivalent on the employee's most recent annual performance appraisal or probationary appraisal;
- (b) Has no disciplinary action or formal statement of concern on file for the previous twelve (12) months; and
- (c) Is not currently on a Performance Improvement Plan (PIP).

C. STATEMENT OF POLICY

This policy outlines provisions for the award of Bonuses based on employee work performance, employee retention, and for purposes of recruitment of employees. Unless otherwise specified or exempted, the employee must be in good standing to be eligible for any type of bonus. Each Bonus program type is described below and the related evaluation criteria are provided.

1. **Work Performance Bonus.** Evaluation criteria for plans based on employee work performance may include, but are not limited to, documented work performance involving increased duties/responsibilities, successful completion of a special project, attainment of established goals, superior performance, or specific achievements or assignments of significance. Work Performance Bonuses recognize employees who have demonstrated continuous outstanding performance or who have made a significant contribution to the department/division's objectives.

Types of Bonuses within this category may include:

- (a) Performance-Based Incentive Bonus Programs. This is a general Bonus program that provides for a lump-sum award based on successful attainment of clearly defined goals or objectives.
 - (1) The evaluation criteria for any proposed performance-based incentive Bonus program must:
 - i. Consider all eligible employees for the bonus.
 - ii. Describe the performance standards, eligibility criteria, and evaluation process by which a Bonus will be awarded; and
 - iii. Notify eligible employees of the program and provide the standards, criteria, and process to those employees before the beginning of the evaluation period on which a Bonus will be based.
- (b) Project Bonus. This is a project-specific Bonus program that provides a lump-sum award based on an approved plan with clearly defined objectives or goals achieved over a longer period of time. These programs are used to recognize and reward employees for significant performance and contribution on a special project, in addition to regularly assigned duties, following a specified time-period and based on pre-established goals.
- (c) Annual University Awards (e.g., Ablaze). This is an annually awarded Bonus program intended to recognize and reward employees who have demonstrated continuous outstanding performance.
 - (1) The evaluation criteria for Annual University Awards Bonuses includes, but is not limited to, consistently performing in an exemplary manner, exceeding the expectations of the position, demonstrating commitment to the mission of the University, and reflecting Florida Poly's culture fundamentals.

authorization form provided by Human Resources, which must be signed by the head of the division/department. Each Bonus program may require supplemental documentation, including any relevant terms and conditions, as requested by the AVP-HR or designee.

5. All Bonus programs consistent with this policy are subject to the initial written approval of the AVP-HR or designee. Any Bonus program approved by the AVP-HR or designee must receive written authorization by the applicable division/department Vice President and President prior to implementation or award.
6. Any Bonus program authorizing the award of Bonus payments that sets forth criteria consistent with this Policy, as well as the categories of employees who are eligible to receive a Bonus under the plan, is presumptively approved by, and does not need to be submitted to, the Board of Trustees prior to implementation. Any Bonus program that deviates from this authority may not be implemented until it is submitted to and approved by the Board of Governors in accordance with Section 1012.978, Florida Statutes.

E. REPORTING TO BOARD OF TRUSTEES

The Board of Governors requires that Bonuses paid pursuant to this Policy be reported to the FPU-BOT on a schedule to be set by the Board. Starting with the first Board of Trustees meeting of the Fall 2023 Semester, and accordingly each year thereafter, the President shall submit a report to the Board that certifies the following:

1. that any Bonuses paid during the prior year complied with the criteria in this Policy, and
2. that the Bonuses were within the University's budget as approved by the Board.

The report shall include the total amount of funds paid for performance, recruitment, and retention Bonuses during the reporting period.

F. AUTHORITY

1. Section 1012.978, Florida Statutes.
2. Florida Board of Governors Regulation 9.015

POLICY APPROVAL

Policy No.: FPU-6.0032P

Initiating Authority

Signature Date

Policies Committee Chair

Signature Date

President

Signature Date

FPU-BOT Approval:

- Required***
- Not Required***

9/28/2022

Date Approved (if required)

EXECUTED SIGNATURE PAGES ARE AVAILABLE
IN THE OFFICE OF THE GENERAL COUNSEL