Plan Administrator: Sharon Peterman
Chair, Discretionary Bonus Committee: Catherine Souch

Discretionary Bonus Plan. Used to reward outstanding performance. This is defined as performance that far exceeds the normal standards/expectations for the job. To receive a discretionary bonus, a staff member must far exceed the normal standards for the job, or must fulfill all normal job duties in addition to performing added duties to accomplish a special project or specific function.

Awards: Cash awards may not exceed 10% of the employee’s base salary or $2,500 whichever is greater. All incentive/bonus funds must be budgeted at the department level. Payments may be one-time non-recurring (discretionary plan), or can be set up for incremental payment upon the completion of clearly defined goals using pre-established criteria (incentive plan).

Award Criteria: All discretionary bonus award recipients must first meet the following:

a. The staff member must have fulfilled all normal job duties and their accomplishments must exceed the normal standards/expectations for the job.

b. The staff member must have received some form of public recognition of excellence (for example, the Irwin Award), or they must have significantly exceeded normal expectations for their job demonstrated, for example, by completing a special project or achieving a certain goal established by their supervisor.

c. Award recipients must serve as a role model for others, displaying desirable characteristics such as (but not limited to): positive attitude; team leadership; promotion of the center, program, department, school or university; close work with students leading to improved recruitment, retention or satisfaction.

Award Selection Process: Nominations can be made by any full-time faculty and staff, but must be endorsed by a Department Chair or Program or Center Director. Final recommendations concerning appropriateness and award amount are determined by the Liberal Arts Review Committee. The award is not to exceed $2500 or 10% of the recipient’s base salary, which ever is greater.

A letter of nomination should be submitted to Associate Dean Catherine Souch for consideration by the committee. Evidence of outstanding achievements must be clearly documented. Information on job duties should be included.