



**GREAT FALLS
COLLEGE**

**MONTANA STATE
UNIVERSITY**

Montana University System Staff Compensation Plan

LUMP SUM BONUS

Guidelines

Montana University System Staff Compensation Plan Guidelines specific to Lump Sum Bonus:

7.0 - Lump Sum Bonuses

7.1 Definition

A Lump Sum Bonus (not added to employee's base wage) may be awarded to an employee when that employee has exhibited exemplary service or contribution to the University. The award of a Lump Sum Bonus is at the employer's discretion. There is no entitlement to a Lump Sum Bonus and it is up to the employer to advance such a request. Lump Sum Bonuses may be given in an amount not to exceed a maximum of \$2,000.

7.2 Eligibility

- 7.2.1 Permanent employees who have successfully completed their probationary period and are assigned to a position covered by the MUS Staff Compensation Plan may receive a Lump Sum Bonus upon the recommendation of their supervisor if the job performance criteria are met.
- 7.2.2 Employees must have no active formal disciplinary action, must have a current Role Description, and must have received a Met or Exceeded Expectations rating on the most recent Performance Review. Temporary and fixed-term employees are not eligible for Lump Sum Bonuses.

7.3 Criteria

The following performance criteria shall be used in making requests for Lump Sum Bonuses: To qualify for a Lump Sum Bonus, the employee must have demonstrated exceptional performance in the following criteria: 1A and 1B and 1C, PLUS meet ONE of the additional criteria: 2A or 2B or 2C or 2D or 2E.

1A. Effort.

The effort of work greatly exceeds expectations. The work produced a positive, significant effect for the University. The service, project, or product clearly demonstrates an extra effort put forth by the employee.

- AND -

B. Consistency

In order to be eligible for a bonus, an employee must maintain a consistent level of satisfactory or higher job performance on a recurring basis over a significant period of time. The effort required to accomplish the extraordinary project or product is of noteworthy duration and the exceptional/superior service is consistently applied.

- AND -

1C. Quality

The service, project or product is of the highest quality and greatly exceeds typical job performance expectations.

- AND -

2A. Quantity

The amount of work produced clearly exceeds standard expectations for others.

- OR -

2B. Originality

The service, product, or project is exceptionally creative and innovative.

- OR -

2C. Cost Savings/Revenue Generation

The product or service will create a substantial, documented cost-saving or revenue-generating effort for the University.

- OR -

2D. Efficiency

Efficiency of university operations is measurably enhanced by the employee's work.

- OR -

2E. Life Safety/Safety of Working Conditions

Action(s) taken by the employee results in the prevention of serious property damage and/or physical injury and is outside the scope of employee's regularly assigned job duties and responsibilities.

7.4 Approval and Reporting

Step 1: A Lump Sum Bonus Request Form shall be completed by employee's immediate supervisor and endorsed by the Dean/Director of the department.

- Step 2: The supervisor shall attach to the form all relevant documentation supporting the request.
- Step 3: The request form and documentation shall be forwarded to the campus human resource office.
- Step 4: The Human Resource Office will review and evaluate the request.

If approved by the campus human resource office and no other approvals are required, the Dean/Director will be notified of such approval, and the request will be submitted for processing of the payment.

If denied by the campus human resource office, the immediate supervisor and Dean/Director will be notified of the denial and reason(s) for such denial.

If approved by the campus human resource office and all others required by campus policy, the signed form shall be forwarded to the appropriate Vice President, Vice Chancellor or executive officer and campus CEO. If approved, the form shall be returned to the campus human resource office in order to process the payment. If denied, the Vice President, Vice Chancellor or other appropriate executive officer and campus CEO will notify the campus human resource office of the reason(s) for the denial.

- Step 5: Upon receipt of all required approvals and submission for payment, the Lump Sum Bonus shall be processed as soon as reasonably possible. The campus human resource office shall determine whether the Lump Sum Bonus will be issued as part of the regularly scheduled paycheck or as a special check.

7.5 Approval Requirements

- 7.5.1 Campus Discretion. Campuses may establish their own signature procedures that would require signatures.

7.6 Denial/Appeal Procedure

A request for a Lump Sum Bonus may be denied by the Dean/Director, Vice President or Chancellor, Chief Executive Officer, or campus Human Resources Director. If denied, the employee's immediate supervisor will be provided an explanation of such denial by the campus human resource office. Denials of Lump Sum Bonus requests may not be appealed or grieved.

7.7 Lump Sum Report

Each campus shall, by August 1 of each year, submit a report to the Commissioner of Higher Education which includes the names, job titles and amount and purpose of all employees who received lump sum bonuses in the prior fiscal year.



LUMP SUM BONUS REQUEST FORM

Employee Name:		Position Number:	
Employee GID:		Current Title:	
Employee Hire date:		Union Affiliation:	
Department:		Current <u>Base</u> Hourly Rate:	
Index bonus to be paid from:		Amount Requested: (\$2000 maximum)	

Justification for Lump Sum Bonus Payment: Following the format attached, describe the event and/or actions taken by the employee that *greatly exceed regular expectations and are considered extraordinary*. Include timeframe during which the event or actions occurred. The employee must have demonstrated exceptional performance in the following criteria: 1A, and 1B, and 1C, **PLUS** meet **ONE** of the additional criteria: 2A, or 2B, or 2C, or 2D, or 2E.

Required Signatures:

Supervisor Signature

Date

Executive Team Member Signature

Date

Human Resources Signature

Date

CEO/Dean Signature

Date

Criteria

employee must have demonstrated *exceptional* performance in *all* of criteria 1, and at least one of criteria 2. Provide details for each applicable criterion. Requests with insufficient details and/or those submitted in an incorrect format will be returned to the supervisor without approval.

1A. Effort – the work must greatly exceed expectations

1B. Consistency – be of noteworthy duration and superior performance level

1C. Quality – have a significant positive effect on The University

AND

2A. Quantity – the amount of work exceeds standard expectations of others in similar positions.

2B. Originality – the work is exceptionally creative and innovative.

2C. Cost Savings/Revenue Generation - the work creates a substantial cost-saving or revenue-generating effort.

2D. Efficiency – the work measurably enhances University operations.

2E. Life Safety/Safety of Working Conditions – the work prevents serious property damage or physical injury.