

GSD Project and Performance Based Bonus Program

Managers may recommend employees for a discretionary merit bonus to reward exceptional work on a project or outstanding overall job performance. Requests for bonuses should be put in writing to Lauren Baccus or Sara Wilkinson, Assistant Deans of Human Resources, and should be as descriptive as possible, citing specific examples including how the completion of the project or employee's performance is directly linked to key priorities and goals of the department. Please complete the details below.

Name of Employee being nominated:

Name of Manager requesting bonus:

Department:

Date:

Date/s of work performed:

Please include a brief narrative below describing the employee's work that meets the following criteria. Please be specific, including the dates when the work began and ended and how it impacted the department, including the number of days or weeks the work was performed.

Project Based Bonuses	
Purpose:	To recognize the significant contribution of an employee for the completion of a department project.
Eligibility:	GSD staff member.
Criteria:	The successful completion of a significant (either in scope or impact), one-time project that is linked to a departmental goal. These projects are not typically performed on a regular, on-going basis.
Award Amount and Timing:	Bonuses will range from \$500 to \$2000 as determined by size, scope and length of the project, and will be awarded at the end of the project once a manager's request has been reviewed and approved by Human Resources.

Performance Based Bonuses	
Purpose:	To reward individuals for exceptional overall job performance, major contributions and achievements. -or- To reward employees for going above and beyond on an immediate, short-term task. Examples: Staying late to assist a faculty member with a last minute request, stepping in to cover for a coworker on short-notice, etc.
Eligibility:	GSD staff member.
Criteria:	Outstanding performance above and beyond job requirements by an individual who consistently exceeds a manager's expectations.
Award Amount and Timing:	Bonuses will range from \$500 to \$2000 as determined by Human Resources and will be awarded once manager's request has been reviewed and approved.