

**Austin Peay State  
University**

**APSU Staff Bonus Policy**

**POLICIES**

**Issued:** To Be Determined

**Responsible Official:** Vice President for Finance & Administration

**Responsible Office:** Human Resources

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**Policy Statement**

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It is the policy of Austin Peay State University to provide additional compensation to staff employees in recognition of exceptional achievements as recognized by their division.

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**Purpose**

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The purpose of this policy is to provide a means of rewarding staff achievements. All staff in good standing are eligible for the bonuses in this policy. The bonuses are not intended to replace regular compensation and should not be considered part of any merit pay plan. This policy is separate from any individual employment agreement and applies to the university as a whole. All bonuses must be funded by the awarding division, unless otherwise noted below. If the employee's position is funded by an Auxiliary or a restricted source (i.e., fee-based or grant), the source must allow and pay the bonus amount.

All bonus amounts are gross and subject to appropriate tax and benefit withholdings.

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**Definitions**

**Good Standing**

To be considered in good standing, employees must satisfy the following criteria:

- A. The employee must be on payroll as of Dec. 31 of the applicable year.
- B. The employee must have completed the annual evaluation and coaching session.
- C. The employee must not have received a performance improvement plan or disciplinary action during the current evaluation cycle.

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**Bonus Considerations**

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**Performance Bonuses**

Project Bonus: A temporary endeavor with a defined beginning and end date that involves a series of planned tasks and activities to achieve a specific objective. Project progress must be measurable and operate within a set budget and timeframe.

1. Metrics / Outcomes must be documented by individual College, Division, or Department leadership and approved by the Division's Vice President prior to the commencement of the performance period or Project period.
2. The appropriate Division's Vice President must preapprove Project Bonus amounts.
3. Project Bonuses are provided at the successful completion of projects that extend beyond the employee's routine or typical day-to-day tasks.
4. Project Bonuses will have required parameters attached, such as milestone achievement, timeliness of the Project, adherence to the budget, etc.
5. Project Bonus may range from \$500, not to exceed \$3,000.
6. Project Bonuses greater than \$3,000 is only permissible with an exception granted by the President.

Spot Bonus: Spot Bonuses are generally a discretionary cash or non-cash payment given in recognition of work above and beyond expectations for typical job tasks and responsibilities.

1. Spot Bonuses are limited to a value ranging from \$100 to \$1,000.
2. The Division's Vice President must approve all spot bonuses.
3. Spot Bonuses are limited to \$1,000 per employee per year.
4. All Spot Bonuses are awarded at the discretion of the individual College, Division, or Department leadership and approved by the Division's Vice President based on business needs and available budget.
5. Greater than \$1,000, and an exception to the annual limit is only permissible with an exception granted by the President.

Presidential Bonus: Bonuses awarded by the President are provided to reward extraordinary innovation and/or institutional support.

1. Bonus requests may come from Division Vice Presidents.
2. Presidential Bonuses may be awarded as a discretionary cash and/or non-cash payment.
3. Presidential Bonuses are limited to no more than 25% of the employee's base salary compensation.

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**Recruitment Bonuses**

Recruitment/Sign-on Bonuses may be awarded to new hires to enhance the compensation package associated with accepting

new employment with the University. Such a Bonus requires Human Resources' approval if it exceeds the equivalent of one month's compensation.

1. Recruitment (sign-on) Bonuses will not be provided in connection with internal position transfers or promotions.
2. These Bonuses may be provided to keep the employee "whole" from a loss of compensation and/or benefits in relation to joining the University from another organization but may also be used for positions or functions requiring hard-to-hire skills and abilities due to labor market challenges.
3. Recruitment (sign-on) Bonus guidelines:
  - a. Approved on a case-by-case basis by the Division's Vice President and confirmed by Human Resources.
  - b. Awarded based on the business needs of the department and available budget.
  - c. Paid within thirty (30) days of hire date with regular payroll process.
  - d. New employees must remain employed with the University for a period of twelve (12) months or be required to repay a proration of the Recruitment Bonus upon separation.

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### **Retention Bonuses**

Retention Bonuses are provided when the University must retain talent over a defined period, whether for project needs, in response to high turnover, or a lack of qualified market talent.

1. Determination of criticality is subject to the assessment and approval of individual College, Division, or Department leadership based on business needs.
2. All Retention Bonuses must be pre-approved by the respective Vice President and confirmed by Human Resources to meet university consistent practices, outlining the terms of the Retention Bonus.
3. Terms of the retention bonus must be agreed to by the employee.
4. Retention incentive Bonus guidelines:
  - a. Retention period will cover no less than 12 months of continuous employment and is limited to one (1) per thirty-six-month period.
  - b. Bonuses may not exceed 25% of the employee's base salary compensation and are subject to Human Resources confirmation of consistency.
  - c. If the employee leaves the University within the retention period, a prorated amount must be paid back to the

University upon separation or deducted from the final pay disbursement.

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**Educational Incentive  
(Degree Completion)  
Bonus**

Employees may be granted an Educational Incentive Bonus upon completion of a program of study, degree, and/or certification from an accredited institution or professional organization. The course of study should be relevant to the position and/or departmental needs and should typically be a preferred qualification for the classification. This bonus is funded by the university for E&G staff and is not an obligation of the awarding division. Auxiliary, fee, and grant-funded degree completion bonuses must be funded from the regular wage source and only if the source allows it.

- A. Education goal must be deemed as related to the field of employment and approved by the supervisor and the division Vice President prior to the beginning of the program. All prior approvals must be submitted to Human Resources before the program begins, to track potential bonus liabilities of the University. Any current enrollment at the time of this policy creation must be submitted to Human Resources within 3 months of this policy creation date to be eligible for the bonus.
- B. Upon completion of the program, degree, or certification, employees submit written verification from the Provider (official transcript or degree verification) of the completed coursework, license, or certification to their supervisor.
- C. Employees eligible for the current salary increase for degree completion policy shall not be eligible for this degree completion bonus. However, if the employee is not eligible for the salary increase and began the degree program before the policy's effective date, they must request approval from the supervisor and the Vice President within 3 months of the policy's effective date to be eligible for the bonus. Such approval must be submitted to HR within 3 months of this policy's effective date.
- D. Employees are limited to one (1) award per degree type earned and must be for the first time attaining the degree.
- E. Earning a degree lower than previously achieved is not eligible for this bonus, unless an exception has been granted by the Vice President and the bonus is funded by that division. This exception must be made before the program begins and submitted to Human Resources for confirmation of consistency and record-keeping.

- F. The amounts per credential are as follows:
1. Associate’s Degree - \$1,000
  2. Apprenticeship - \$2,000
  3. Journeyman - \$2,000
  4. Bachelor’s Degree - \$2,000
  5. Master’s Degree - \$3,000
  6. Doctorate Degree - \$5,000
  7. Individual department certificate demands may be incentivized for employees with divisional Vice President approval and confirmation of consistency from Human Resources.

**Staff Awards Bonus**

- A. Each recipient of the annual APSU Governor’s Excellence Award shall also receive a \$500 bonus.
- B. The annual recipient of the Presidential Leading Through Excellence Award shall also receive a \$1,000 bonus.
- C. These bonuses are not tied to annual limits of other bonuses in this policy. Only recipients after the effective date of this policy shall receive the bonus.
- D. This bonus is funded by the university for E&G staff and is not an obligation of the awarding division.
- E. Auxiliary, fee, and grant-funded staff award bonuses must be funded from the regular wage source and only if the source allows it.

**Revision Dates**

(APSU Policy Number) – Issued:

**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
			<input checked="" type="checkbox"/>		

**Approved**

President: (sign upon approval)