

**Bonus Policy.**

Applicability	All City of Belle Isle Employees
Policy Administrator	Director of Finance

## (A) Policy Statement and Purpose

Exemplary job performance that well exceeds the usual expectations for the position should be encouraged, recognized and rewarded. The City adopts this policy to govern the awarding of one-time, lump-sum compensation that is outside of base salary or wages to reward exemplary performance.

## (B) Policy

## (1) Eligibility

To be eligible for a bonus under this policy a recipient must:

- (a) Be an active, full-time or permanent part-time employee of the City.
- (b) Not have received any disciplinary action for the previous year.
- (c) Completed the probationary period, if new employee.

## (2) Consideration for a bonus shall be based on factors that include, but are not limited to:

- (a) Exemplary work on a special project
- (b) Achievement of significant departmental/project goals
- (c) Development of or assistance with implementation of an idea or an initiative which improves a process, results in cost-savings, improves safety, or supports a City strategic goal
- (d) Consistent exemplary performance in all areas, going well above and beyond the normal expectations

- (3) Bonus consideration shall not include consideration of the following factors:
- (a) Holidays, length of service, or work anniversaries
  - (b) Consistently meeting expectations of the full performance standards as assigned by the position
  - (c) Situations to which the provisions of other rules and/or agreements are applicable salary increases
  - (d) Changes in duties or responsibilities that result from transfer or reassigning responsibilities to another person
  - (e) Perfect attendance record
- (4) Other considerations
- (a) This bonus program shall not apply to employees who are represented by an employment agreement if a bonus provision is stated in the agreement or to employees whose positions are funded, in whole or in part, on external grant funds unless the grant agreement allows for the use of grant funds for payment of bonuses.
  - (b) Bonuses are discretionary. This policy creates no enforceable contract right.
  - (c) Bonuses are dependent on the availability of funds as determined by the City Manager and approved by City Council in the annual operating budget for the next fiscal year.
  - (d) A bonus will be a one-time payment. Bonuses are not added to base salary.
  - (e) Funding of bonuses will be the responsibility of the employing department.
  - (f) Bonuses will be processed through the City's payroll system. The applicable deductions and taxes will be withheld.
  - (g) The minimum bonus that may be paid under this policy is two hundred fifty dollars (\$250). The maximum bonus amount that may be paid under this policy is two thousand dollars (\$2,000), but at no time shall the total bonus amount per Department exceed ten thousand dollars (\$10,000).

- (h) Bonus payments below the minimum amount or above the maximum amount or under circumstances not provided for by this policy shall require the prior approval of the City Council.
  - (i) Bonus payments must comply with all state and federal laws and regulations.
  - (j) This policy is subject to revocation or modification at the City Manager's sole discretion.
- (5) Procedure
- (a) Recommendation and approval for any bonus shall be made at the discretion of the Departmental Manager or City Manager. The Departmental Manager will forward a request to the City Manager for review and approval. The request will state the reason(s) for the bonus and the amount of the bonus.
  - (b) If approved, the City Manager will forward to the request to the Director of Finance for processing. For Departmental Manager bonuses, the City Manager will forward a written request to the Director of Finance with the reason(s) and amount of the bonus as part of the Department Manager's annual evaluation.
  - (c) The City Manager may adjust the amount of the bonus based on available funds and reason(s) stated in the request. The decision of the City Manager is final and shall not be subject to appeal or further review.
  - (d) The City Council will determine and approve any bonus for the City Manager as part of the City Manager's annual evaluation.
  - (e) The City Manager shall provide final approval, or not, in consultation with the Director of Finance to ensure the request meets the required criteria.
  - (f) Approved bonus payments will be processed the first payroll in May.