



ORIGINAL BONUS POLICY – ATTACHMENT 1

5.9 Educational Bonus Policy.

The Town supports continuing education efforts made by Town employees through the reimbursement of tuition and training for certifications related to positions. Further, in our efforts to provide excellent levels of service to our citizens, the Town of Bluffton continuously strives to train and educate its employees and believes that the organization benefits from having a workforce that achieves certain academic attainment and certain specialized training and certifications.

It is the policy of the Town of Bluffton that all full-time regular employees of the Town of Bluffton may be eligible to receive a bonus provided they meet the eligibility requirements defined below and budgeted funds are available.

a. Eligibility

- i. All academic degrees must be awarded from an accredited college or university. Only those institutions accredited by the US Department of Education are recognized.
- ii. All certification programs must be from an organization or agency approved by the Department Head and used to further the skills and job knowledge for the employee.
- iii. It is the responsibility of the employee to request consideration of any educational bonus through his/her Department Head.
- iv. The respective Department Head will consider requests for educational bonus pay using the required payroll form and will make recommendation to the Town Manager along with justification and review by Finance Director.
- v. The Town Manager will have final approval or disapproval of all requests.
- vi. It is understood that application of any academic degree and certifications must be relevant and useful in the conduct of job duties and responsibilities.
- vii. An employee is not eligible if on probation or most recent performance evaluation is less than satisfactory.

b. Educational Bonus

- i. An Educational Bonus may be awarded as long as eligibility requirements are met, and budgeted funds are available.
- ii. An Educational Bonus amounts are shown below and may be paid for the following (amount to be grossed up for net amount paid to employee):

Associates Degree \$250



ORIGINAL BONUS POLICY – ATTACHMENT 1

Bachelor's Degree \$500

Master's Degree \$750

Certification Amount varies as pre-determined by Department Head

- iii. The Educational Bonus amount will be reviewed every year by the Town Manager to plan for budgeted funds.
- iv. If an employee receives an Educational Bonus and leaves within one-year to work for another employer, the amount of the Bonus will be re-paid to the Town through payroll deduction on the employee's final pay.
- v. Funding of the Bonus is determined by budget.
- vi. Completion of a degree or a certification is not a guarantee that a Bonus will be paid.
- vii. For consideration of an Educational Bonus, an employee must submit:

Copy of transcript from accredited college or university showing completion of degree; for a certificate program, a copy of completion from the certifying agency or organization.

Memorandum to Department Head detailing degree or certificate earned and requesting consideration of Educational Bonus.

- viii. For approval of Educational Bonus, a Department Head will review information from employee and complete a Payroll Status Change Form noting appropriate bonus amount attaching copies of information from employee.
- ix. Department Head will have Finance Director review and request approval from Town Manager.
- x. Department Head will notify employee of approved Educational Bonus and submit through Payroll with a copy to Human Resources for training file.

5.11 Discretionary Awards.

It is the policy of the Town to provide employee recognition and incentive awards to an employee or team upon Supervisor recommendation. This program is intended to reward staff employees whose achievements have resulted in a particular benefit to the Town of Bluffton. Awards are in the Town's discretion, and no employee is entitled to an award.

This policy applies to all employees of the Town.



ORIGINAL BONUS POLICY – ATTACHMENT 1

- a. Upon supervisor recommendation, through memorandum or e-mail, an employee or team may be considered for recognition in the following areas:
 - i. Achieves excellence in a project or effort which falls outside normal job duties or requirements;
 - ii. Resolves a critical problem or addresses an exceptional opportunity;
 - iii. Exhibits an unusually high level of competence, imagination, persistence, or persuasion in achieving a goal or objective;
 - iv. Demonstrates an outstanding effort (above and beyond expectations) and leadership in support of team members; or
 - v. Receives special training certifications.
- b. Recognition may be given in the form of monetary or non-monetary awards.
 - i. Non-monetary recognition for excellence must be approved by the employee's Supervisor. Non-cash recognition awards, such as a plaque, cannot exceed a value of \$50.
 - ii. Monetary awards may not exceed \$1,000 per individual, per award. Supervisors should consider the amount of time and effort involved with the accomplishment to determine an acceptable amount.
 - iii. Monetary recognition is recommended utilizing the Payroll Status Change Notice Form and requires approvals from the employee's Department Head, Finance, Human Resources, with final approval from the Town Manager.