The Staff Discretionary Bonuses (SDB) will be issued up to the maximum allowed by HR: 10% of current staff headcount at up to $5,000 each. For example, the total number of staff as of May 2013 is 50, so we are allowed a maximum of five awards for the 2012-13 fiscal year. The voting committee will choose four awards and one will be determined by the Dean. The number of bonuses awarded, up to the maximum allowed per HR policy, will be dependent upon available school funding.

Eligible staff members will be nominated by their Department Chair or unit leader as appropriate. Nominations will be submitted to the HR person in the school (Sherri) and then distributed to a CDD subcommittee for voting and selection. There must be documentation on file that a performance evaluation was done by the supervisor in the year the bonus is recommended. If not, the nomination will not be forwarded.

There are two reasons to award a Staff Discretionary Bonus per University HR policy: “Exemplary overall performance” or “Significant achievement on a project or major assignment”. The supervisor will choose one of those two reasons for their recommendation and submit a narrative to describe how the employee demonstrated the chosen reason. The narrative is limited to one page. Please do not submit any other materials with the one page nomination.

**Criteria:**

Only full-time staff are eligible to be nominated. The nominated employee must have been employed a minimum of 1 year at the time of the nomination.

Nominated employee must have achieved at least a minimum score of 76 of their staff performance evaluation (76-95 = Frequently exceeds position requirements).

Completion of a staff evaluation is mandatory and the staff member is ineligible if they have had any written warnings or disciplinary actions. The performance evaluation must be submitted to the Dean’s Office prior to the nomination.

Since the number of awards is limited per HR policy, it is the responsibility of the supervisor to choose the most eligible employee(s) in their unit to nominate. A department/unit is not required to nominate an employee each year.

The number each department or unit can nominate is determined by the number of full-time staff employed in that area (vacancies are not counted in the number of staff). The calculation is as follows:

- 1 - 3 Full-time Staff = 1 Nomination
- 4 – 6 Full-time Staff = 2 Nominations
- More than 7 Full-time Staff = 3 Nominations

**Selection Process:**

The nominations will be discussed and recipients chosen by a subset of the E & T CDD. All nominations will be distributed to the committee prior to the selection meeting along with the University Discretionary Bonus Policy. Members/voters are expected to rank their selections prior to the meeting.

The supervisor is prohibited from disclosing to the employee that they are nominated and prohibited from disclosing details of any of the nominations and deliberations resulting in an award selection.

Per policy, results cannot be communicated to the recipients until approved at the campus and university levels. Letters from the Dean will be distributed to the recipients.