

Bonus Options by Union

CSUEU: Units 2,5,7,9

Article 20.25, 20.26

Bonus Type	Requirements
Performance Recognition	Lump sum payment (not permanent increase to base salary). Granted at President's discretion for performance recognition of bargaining unit employee. Performance criteria must be written and made available to employees prior to performance period.
Recruitment/Retention Bonus	Lump sum payment offered as inducement to commit to employment or to retain employee whose classification is critical to operations, CSU is in short supply in labor market, and is difficult to recruit for classification.
Critical Skills Bonus	Awarded to employee who possesses and uses skills necessary and critical to ongoing operations of CSU. Employee must be actively using skills to receive bonus.
Exceptional Performance Award	Awarded for exceptional performance added or endorsed by President. Performance criteria must be written and made available to employees prior to performance period.

***For non-exempt employees, all bonus awards must be based on a percentage of the annual gross salary.** Campus funded. Decision of President is final and not subject to Grievance Procedure.

APC: Unit 4

Article 23.10, 23.11

Bonus Type	Requirements
Recruitment Bonus	May be offered to a candidate as an inducement to commit to employment with CSU. If candidate does not complete probationary period, bonus must be returned to CSU.
Retention Bonus	Awarded to employee for staying with CSU when position is in a classification critical to ongoing operations, CSU is in short supply in labor market, and is difficult to recruit for classification. Requirements must be in writing. Minimum time period employee must commit to stay with CSU is twelve (12) months.
Critical Skills Bonus	Awarded to employee who possesses and uses skills necessary and critical to ongoing operations of CSU. Employee must be actively using the skills to receive the bonus.

***Lump-sum bonuses (not permanent increases to base salary). For non-exempt employees, all bonus and stipend awards are based on a percentage of the employee's annual gross salary, including overtime.** Awarded at discretion of President at any time. Campus funded. Decision of President to award or not award bonus is final and non-grievable.

UAPD: Unit 1

Article 19.4

Bonus Type	Requirements
Recognition Bonus	One-time payment of \$2500 provided to bargaining unit employees with 1.0 timebase or greater who are in active pay status (or on leave) as of ratification date. Pro-rated for employees less than 1.0 timebase and hourly intermittent employees based on FTE calculation. Rehired annuitants not eligible.

Bonus Memo for Union Employees (CSUEU, APC, UAPD)

To be initiated only by a HEERA Manager and submitted via Smartsheet

EMPLOYEE INFORMATION			
Name:		Bronco ID #:	
Classification Title:		Department ID Number:	
Position Number:		Amount Requested:	
Effective Date:	*If non-exempt, amount must be based of % of gross annual salary*		
BASIS FOR BONUS			
Reason for Bonus: ex. Critical Skills, Performance, Recruitment, Retention, Recognition <u>Refer to Page 1 for options</u>			
Justification: Why was this bonus warranted? <i>For performance-related bonuses, previous written criteria must be provided and must have been made available to the employee prior to the performance period.</i>			
REQUIRED APPROVALS			
HEERA Manager Approval			
Name (Please print):		Signature:	
Title:		Date:	
Associate Vice President (AVP)/Dean			
Name (Please print):		Signature:	
Title:		Date:	
Vice President			
Name (Please print):		Signature:	
Title:		Date:	
FOR CLASSIFICATION & COMPENSATION USE ONLY			
Current Salary:		Effect. Date:	
Amount Approved:			
CC Approval:			
cc: Payroll, Personnel File, HEERA Manager			