



**Bonus Policy # 1710.038**

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| <b>INITIAL EFFECTIVE DATE:</b><br><br>June 14, 2020 | <b>LAST REVISION DATE:</b><br><br>August 12, 2025 | <b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b><br><br>Compensation Administration<br>Division of Human Resources |
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**POLICY STATEMENT**

The Florida International University bonus plan is designed to comply with Section 1012.978, Florida Statutes, and the Florida Board of Governors (BOG) Regulation 9.015. The University shall provide incentive bonuses based on work performance as well as addressing recruitment and retention needs. A bonus is a one-time monetary award given to faculty or staff which is not added to the base salary.

**SCOPE**

This policy applies to all out-of-unit Faculty and Staff.

**REASON FOR POLICY**

To provide incentive bonuses and rewards to recruit and retain top quality employees.

**GENERAL EMPLOYEE ELIGIBILITY CRITERIA**

To be eligible for bonuses, except for recruitment (sign-on) bonuses, the faculty or staff must meet all the following criteria:

- 1.Regular non-bargaining faculty and staff.
- 2.Employed at the University for least for six (6) months.
- 3.To be eligible for a bonus, the employee must generally have a current overall performance rating of "3-Fully Meets Expectations" or higher for staff or an overall performance rating of "Good" or better for faculty evaluations unless otherwise noted below.
- 4.No disciplinary action on file with the current fiscal year.



**DELEGATION OF AUTHORITY**

The Florida International University Board of Trustees (FIU BOT) delegates authority to the President or the President’s designee to establish procedures to implement this bonus plan, including levels of approvals and compensation for specific bonuses described in this bonus plan.

**ANNUAL REPORT TO THE BOARD OF TRUSTEES**

At the first FIU BOT meeting in the fall (starting with 2022) and each year thereafter, the President shall submit a report to the FIU BOT that certifies any bonuses paid during the prior year complied with the criteria in this bonus plan and that the bonuses were within the University’s budget as approved by the FIU BOT. The report will include a certification from the General Counsel created in the same fashion as is being done for the Funding Certification form. The total amount of funds paid for performance, recruitment, and retention bonuses shall be included in the report.

**DEFINITIONS**

| TERM                     | DEFINITIONS  |
|--------------------------|--|
| Work-Performance Bonuses | <p>These bonuses include, but are not limited to, documented work performance involving increased duties/responsibilities, successful completion of a special project, attainment of established goals, superior performance, or specific achievements or assignments of significance.</p> <p>Specific Bonuses Falling Within This Category:</p> <ul style="list-style-type: none"> <li>A. Performance-Based Bonus</li> <li>B. Project-Based Bonus</li> <li>C. Spot Award</li> <li>D. Variable Compensation Plan Award (VCP)</li> <li>E. Recognition Awards</li> <li>F. Faculty Practice Plan</li> </ul> |
| Performance-Based Bonus  | <p>The Performance-Based Bonus, is a <b>work-performance bonus</b>, recognizes faculty and staff who have demonstrated continuous outstanding performance or who have made a significant contribution to the department’s objectives. To be eligible to</p>  |

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|  | receive this bonus, the employee must have a current performance rating of “Consistently Exceeds” or better for staff or “Very Good” or better for faculty evaluations.  |
| Project-Based Bonus                    | The Project-Based Bonus, is a <b>work-performance bonus</b> , recognizes faculty and staff upon the successful completion of a special project with pre-determined goals or performance levels in addition to the faculty’s and staff’s regularly assigned duties.   |
| Spot Award                             | The Spot Award, is a <b>work-performance bonus</b> , recognizes faculty and staff for superior performance that is not based on a project and is to foster continued improvement or reinforce superior or observable performance for a specific event or task has been completed. There must be a current performance evaluation on file for the faculty or staff to be eligible for this bonus.   |
| Variable Compensation Plan Award (VCP) | The Variable Compensation Plan (VCP) Award, is a <b>work-performance bonus</b> , is a pre-approved plan that provides for a lump-sum award based on successful attainment of established goals. A VCP establishes the eligible faculty or staff’s contribution to departmental objectives, which typically includes revenue generation, and specific targets to be achieved with a pay-out schedule based on achieving the stated goals within the fiscal year. There must be an evaluation on file for the faculty or staff to be eligible for this bonus.  |
| Recognition Awards                     | Recognition Awards, are <b>work-performance bonuses</b> , which recognize faculty and staff for superior performance or specific achievements in designated categories. The FIU community gathers each year to honor and recognize distinguished staff and faculty members for their outstanding achievements and years of service through the Service and Recognition Awards. Select employees are recognized with an award for significant achievements in their scholarly pursuits (e.g., Employee Service and Recognition Awards and Student Employee of the Year Awards). Faculty excellence awards are presented during the Faculty Convocation and Awards Ceremony in the categories of teaching, gateway teaching, research/creative activities, engagement, service, advising/mentorship and librarianship. |



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| Faculty Practice Plan         | The Herbert Wertheim College of Medicine (HWCOM) variable compensation plan, is a <b>work-performance bonus</b> , is applicable to clinical faculty with specialties as defined in the plan document, whose effort is primarily devoted to providing clinical care on behalf of FIU Health. The variable compensation plan provides for a percent of net revenues received by HWCOM from clinical services provided by the faculty.  |
| Recruitment (Sign-On) Bonuses | The Recruitment (Sign-On) Bonuses include, but are not limited to, identification of external candidates with desirable specialized skills and exceptional experience, or where market conditions or departmental structure merit such an award.   |
| Retention Bonuses             | The Retention Bonus includes, but it is not limited to, circumstances to address verified offers of competing employment, address market conditions which are significantly higher than the current salary, ameliorate salary compression or inversion, or acknowledge successful completion of career development training, or certification programs that are in the best interests of the University or support the mission of the University. There must be a current performance evaluation on file for the faculty or staff to be eligible for this bonus. |
| Educational Incentive Awards  | Educational Incentive Awards, are <b>retention bonuses</b> , are given to encourage staff to acquire a degree, a professional license, or a professional certification from an accredited institution or professional organization. The course of study should be relevant to the position and/or department needs. Educational Incentive Awards are not available for degrees, professional certifications or licenses that are a current minimum requirement.  |

**ROLES AND RESPONSIBILITIES**

Business Unit Head/Dean:

1. Approves requested bonus amount as the Business Unit Head.

HR Liaison:

1. Prepares and submits bonus request, based on corresponding procedure detailed in Procedure Statement, for review and approval. When applicable, provides revisions based on feedback.

#### RELATED RESOURCES

- [Compensation Policy, Policy #1710.216](#)
- [Chapter 1012 Section 978 - 2024 Florida Statutes](#)
- [Florida Board of Governors \(BOG\) Regulation 9.015](#)

#### CONTACTS

Compensation Administration  
Division of Human Resources  
Florida International University  
11200 S.W. Eighth Street, PC 226  
Miami, Florida 33199  
Telephone: (305) 348-4996

#### HISTORY

**Initial Effective Date:** June 14, 2020

**Review Dates** (*review performed, no updates*): N/A

**Revision Dates** (*updates made to document*): March 3, 2022; July 20, 2022 (procedure only); August 9, 2024; May 29, 2025 (procedure only); August 12, 2025.



**Bonus Policy# 1710.038a**

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**PROCEDURE STATEMENT**

The following outlines the appropriate procedures for bonuses based on the bonus type:

1. Work-Performance Bonuses: Employees must meet the “General Employee Eligibility Criteria” listed in the Bonus Policy above in addition to the procedures below.

A. Performance-Based Bonus

- To be eligible to receive this bonus, the employee must have a current performance rating of “Consistently Exceeds” or better for staff or “Very Good” or better for faculty evaluations.
- Eligible employees must be in the employ of the organization at the time of payment.
- Decisions regarding the amount of the discretionary bonus should be dependent upon the extent to which the individual performed above their annual objectives and their contribution to the department’s overall goals.
- Performance bonuses should not typically exceed \$10,000.
- For recommendations above \$10,000, the performance bonus will be approved by the Senior Vice-President, Human Resources or designee.
- The requested bonus amount is to be approved by the Business Unit Head.
- The amount is to be requested by the respective business unit will be reviewed and approved by Compensation Administration.
- Proposals for performance-based bonuses are to be submitted through FIU’s ePAF online system.

B. Project-Based Bonus

- Eligible employees must be in the employ of the organization at the time of payment.
- The request must be discussed with Compensation Administration prior to the start of the project.
- The amount of the project-based pay may not exceed \$10,000 or 10% of the employee’s salary whichever is higher in a 12-month period.
- Decisions regarding the amount of the lump sum payment should be dependent upon the nature and complexity of the project.

- Project documentation must have a beginning and end date along with a list of deliverables and milestones.
  - The amount is to be requested by the respective business unit for review and approval by Compensation Administration
  - Proposals for project-based bonuses are to be submitted through FIU's ePAF online system.
- C. Spot Award
- There must be a current performance evaluation on file for the faculty or staff to be eligible for this bonus.
  - Eligible staff must be in the employ of the organization at the time of payment
  - Spot awards are given after the work has been completed.
  - The Spot award amount may not to exceed \$2,500 in a 12-month period.
  - Spot Awards that are proposed over \$2,500 will require the approval of the Senior Vice-President, Human Resources or designee.
  - The amount is to be requested by the respective business unit for review and approval by Compensation Administration.
  - Proposals for spot awards are to be submitted through FIU's ePAF online system.
- D. Variable Compensation Plan Award
- There must be a current performance evaluation on file for the faculty or staff to be eligible for this bonus.
  - The Department Head or Dean must develop specific targets to be achieved, specific goals, pre-established criteria and payout schedule prior to the establishment of the VCP. The VCP must be approved by the Business Unit Head, Divisional Vice President or Provost, General Counsel, Chief Financial Officer, the Sr. VP of Human Resources or designee and University President
  - Payments for non-exempt employees must be included as part of the employee's regular pay when calculating overtime pay.
  - Variable Compensation Plans are required to be reviewed and approved annually as per the terms of the VCP, generally in line with the organization's fiscal year.
  - Eligible employee must be in the employ of the organization at the time of payment
  - Payments under VCP's are submitted via FIU's ePAF online system.
- E. Recognition Award
- Eligible employee must be in the employ of the organization at the time of payment
  - Payments under VCP's are submitted via FIU's ePAF online system.
- F. Faculty Practice Plan
- The Faculty Practice Plan will be reviewed by Academic Affairs and Compensation Administration annually

- Payments under the Faculty Practice Plan are reviewed and approved through Academic Affairs.
2. Recruitment (Sign-On) Bonuses:
- The recruitment bonus must be approved by the hiring manager and next level supervisor
  - Details of the recruitment bonus are included in the offer letter.
  - The faculty or staff must agree to work for the university for at least one year. The minimum term of service will be determined based on significance of the position and size of the sign-on bonus offered.
  - The employee must meet all pre-employment requirements and start working before receiving the sign-on bonus.
  - A written agreement outlining the key objectives for the faculty or staff member, the performance requirements, and pay back terms if agreement is not met must be executed.
  - The agreement must be approved by the Sr. Vice President of HR or designee in conjunction with the Business Unit Head.
  - Payments for sign-on bonuses are to be submitted through FIU's ePAF online system and must include a copy of the offer letter.
3. Retention Bonuses:
- There must be a current performance evaluation on file for the faculty or staff to be eligible for this bonus.
  - Retention bonuses should not typically \$10,000 or 10% of employee's salary whichever is higher.
  - For recommendations above \$10,000, the performance bonus will be approved by the Senior Vice-President, Human Resources or designee.
  - Decisions regarding the amount of the bonus should be based on market-based evidence.
  - The requested bonus amount is to be approved by the Business Unit Head
  - The amount is to be requested by the respective business unit for review and approval by Compensation Administration.
  - The faculty or staff employee must agree to work for the university for at least one year following a retention bonus. Failure to serve the year will result in result in a pro-rated portion of the bonus being deducted from the faculty or staff's final pay.
  - Proposals for performance-based bonuses are to be submitted through FIU's ePAF online system.
4. Educational Incentive Awards
- Upon the discretion of the department/business unit, eligible faculty and staff maybe granted an Educational Incentive Award upon completion of a program of study, degree and/or certification from an accredited institution or professional organization.
  - Course of study should be relevant to the position and/or department needs (although not a job requirement).

- Upon completion of the program/degree/certification, eligible faculty and staff submit written confirmation of the completed coursework/license/certification to supervisor. Education Incentive Award proposals must be submitted no later than six months after the degree/license or certification is awarded in order to qualify for the payment. In the case of the Joint Degree program, only the highest level of degree will be awarded. Where a certification's fee is less than the professional certification award, the faculty or staff's award will be capped at the certification fee.
- The Educational Incentive Awards are paid as a bonus upon submission of proof of completion. Only one degree at one time (does not include a second degree obtained simultaneously with the first degree by obtaining 30 or more credits hours):
  - Associate Degree - \$500
  - Baccalaureate Degree - \$1,000
  - Master's Degree - \$1,500
  - Decorate Degree/Juris Doctor - \$2,000
  - Apprenticeship - \$500
  - Journeyman - \$750
  - \*Professional Registration or License - \$1,000
  - Professional Certification - \$750

\*Note: Professional certification is a third-party attestation of an individual's level of knowledge or proficiency in a certain industry or profession. They are granted by authorities in the field such as professional societies and universities, or by private certificate granting agencies. There is a limit of two professional certification payments in a twelve-month period. Certifications/licenses sponsored by the Unit/Division are ineligible for this award payment such as FIU Micro-Credentials and Badges, HR Certification or LDI Certification.

- Educational Incentive Awards are to be submitted via FIU's ePAF online system.
- Employees must be in the employ of the organization at the time of payment.