



Bonus Policy #1710.038

| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
|-------------------------|---------------------|--|
| June 14, 2010 | March 3, 2022 | Compensation Administration Division of Human Resources |

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 in an effort to recruit and retain quality employees.

DEFINITIONS

1. Work-Performance Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses includes, but is 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.

Specific Bonuses Falling Within This Category:

A. Performance-Based Bonus

The Performance-Based Bonus is to recognize 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 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.

B. Project-Based Bonus

The Project-Based Bonus is to recognize faculty and staff upon the successful completion of a special project with pre-determined goals or performance levels in addition to the faculty and staff's regularly assigned duties.

C. Spot Award

The Spot Award is to recognize 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 an evaluation on file for the faculty or staff to be eligible for this bonus.

D. Variable Compensation Plan Award

The Variable Compensation Plan (VCP) Award 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.

E. Recognition Awards

Recognition Awards serve to 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.

F. Faculty Practice Plan

The Herbert Wertheim College of Medicine (HWCOC) variable compensation plan 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 HWCOC from clinical services provided by the faculty.

2. Recruitment (Sign-On) Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses includes, but is 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.

3. Retention Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses 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 an evaluation on file for the faculty or staff to be eligible for this bonus.

A. Educational Incentive Awards

Educational Incentive Awards 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 job requirement.

ROLES AND RESPONSIBILITIES

N/A

RELATED RESOURCES

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1012/Sections/1012.978.html

CONTACTS

Responsible University Division/Department
Division of Human Resources
Florida International University

Responsible Administrative Oversight



Compensation Administration
Division of Human Resources
Florida International University
11200 S.W. Eighth Street, PC 226
Miami, Florida 33199
Telephone: (305) 348-6094

HISTORY

Initial Effective Date: June 14, 2010

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

Revision Dates (*updates made to document*): March 3, 2022; July 20, 2022 (procedure only)



Bonus Policy #1710.038a

| INITIAL EFFECTIVE DATE: | LAST REVISION DATE: | RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT |
|----------------------------|------------------------|---|
| June 14, 2010 | July 20, 2022 | Compensation Administration |

PROCEDURE 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.

1. Work-Performance Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses includes, but is 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.

Specific Bonuses Falling Within This Category:

A. Performance-Based Bonus

The Performance-Based Bonus is to recognize 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 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.

The following procedures will apply to performance bonuses:

- Performance bonuses should not typically exceed \$10,000
- 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
- Recommendation of the amount is to be approved by the Business Unit Head
- Recommendation for the performance bonus will be approved by Compensation Administration
- For recommendations above \$10,000, the performance bonus will be approved by the Senior Vice-President, Human Resources or designee.
- Eligible employees must be in the employ of the organization at the time of payment.
- Proposals for performance-based bonuses are to be submitted through FIU's ePAF online system.

B. Project-Based Bonus

The Project-Based Bonus is to recognize faculty and staff upon the successful completion of a special project with pre-determined goals or performance levels in addition to the faculty and staff's regularly assigned duties.

The following procedures will apply to project-based pay requirements:

- The amount of the project-based pay may not exceed \$10,000 or 10% of the employee's salary whichever is higher
- Project must have a beginning and end date along with a list of deliverables and milestones;
- Decisions regarding the amount of the lump sum payment should be dependent upon the nature and complexity of the project;
- Recommendation for the amount is to be requested by the respective department with approval by Compensation Administration
- Eligible staff must be in the employ of the organization at the time of payment.
- Proposals for project-based bonuses are to be submitted through FIU's ePAF online system.

C. Spot Award

The Spot Award is to recognize 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 an evaluation on file for the faculty or staff to be eligible for this bonus.

The following procedures will apply for the payment of Spot Awards:

- Spot awards are given after the event has been completed, usually without pre-determined goals or set performance levels.
- A lump sum dollar amount 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.
- Eligible staff must be in the employ of the organization at the time of payment.
- Proposals for spot awards are to be submitted through FIU's ePAF online system.

D. Variable Compensation Plan Award

The Variable Compensation Plan (VCP) Award 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.

The following procedures will apply for the payment of Variable Compensation Plan Awards:

- 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.
- Note that eligible faculty and staff must be in the employ of the organization at the time of payment in order to receive any of the above outlined bonuses/awards.
- Payments under VCP's are submitted via FIU's ePAF online system.

E. Recognition Awards

Recognition Awards serve to 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.

The following procedures will apply for the payment of Recognition Awards:

- Payments for Recognition Awards are to be submitted via FIU's ePAF online system with notation of the particular Award Program that is being recognized.
- Employees must be in the employ of the organization at the time of payment.

F. Faculty Practice Plan

The Herbert Wertheim College of Medicine (HWCOC) variable compensation plan 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 HWCOC from clinical services provided by the faculty.

The following procedures will apply for the 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

Evaluation Criteria: The evaluation criteria for these bonuses includes, but is 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.

The following procedures will apply for Recruitment (Sign-On) Bonuses:

- The sign-on bonus must be approved by the hiring manager and next level supervisor;
- Details of the sign-on 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

Evaluation Criteria: The evaluation criteria for these bonuses 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 an evaluation on file for the faculty or staff to be eligible for this bonus.

The following procedures will apply to retention bonuses:

- Recommendations for the amount is to be approved by the Business Unit Head
- Recommendations for the retention bonus will be approved by Compensation Administration based on market-based evidence.
- The faculty or staff must agree to work for the university for at least one year following a retention bonus. Failure to serve for the year will result in a pro-rated portion of the bonus being deducted from the faculty or staff's final pay.

- The employee must be in the employ of the organization at the time of payment.

A. Educational Incentive Awards

Educational Incentive Awards 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 job requirement.

The following procedures will apply to educational incentive awards:

- Upon the discretion of the department/business unit, eligible faculty and staff may be 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
 - Doctorate 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. Note that



the eligible faculty or staff member must be in the employ of the organization at the time of payment to receive the payment.

- 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.