



Bonus Policy #1710.038

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
June 14, 2020	August 9, 2024	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 to recruit and retain top quality employees.

GENERAL EMPLOYEE ELIGIBILITY CRITERIA

To be eligible for any type of bonus, 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 TRSUTEES

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.

BONUS 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 a current performance 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 (HWCOM) 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 HWCOM from clinical services provided by the faculty.

G. Contractual Bonus

Reward eligible faculty or staff for meeting defined contractual milestones or performance goals based on an employment agreement.

2. Recruitment (Sign-On) Bonuses

Evaluation Criteria: The evaluation criteria for these bonuses includes, but is not limited to, identification of external and internal 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 this 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.

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 minimum requirement.

B. Educational Allowance

The purpose of the Educational Allowance is to aid to an employee in defraying cost necessary to obtain educational services (K-12). The allowance is based on the "adequate" school at a post in another country. The Educational Allowance rates is determined by the U.S. Departmental of State.



CONTACT

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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);
August 9, 2024.



Bonus Policy # 1710.038a

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
June 14, 2010	November 2023	Compensation Administration Division of Human Resources

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 eligible 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.
- Performance bonuses will be a percentage of the employee’s salary and it will be determined as follows:

1. Performance Bonus Chart

Salary Ranges	Bonus Recommendation
\$30,000 - \$39,999	5%-7% (\$1,500 - \$2,800)
\$40,000 - \$49,999	5% - 7% (\$2,000 - \$3,500)
\$50,000 - \$59,999	6% - 7% (\$3,000 - \$4,200)
\$60,000 - \$69,999	7.5% - 8% (\$4,500 - \$5,600)
\$70,000 - \$79,999	8% - 8.5% (\$5,600 - \$6,800)
\$80,000 - \$89,999	7.5% - 8% (\$6,000 - \$7,200)
\$90,000 - \$99,000	7.5% - 8% \$6,750 - \$8,000
\$100,000+	\$7,000 - \$10,000

- 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. The employee must have earned a PEP rating of 5.
- 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 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.

- Project must have a beginning and end date along with a list of deliverables and milestones.

Project-Based Bonus (Continued)

- The project documentation must include the scope of the work and roles of the contributors (e.g. Project Lead, Functional Lead, Subject matter expert).
- 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 amounts 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 to receive any of the above outlined bonuses/awards.
- Payments under VCP's are submitted via FIU's ePAF online system.

A. Recognition Award

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.

Career Level	Recommended Bonus %
Support Level 1-4	1%-3%
Professional Level 1 -4	3%-5%
Admin 3	5%-7%
Director & Officer	8% - 10%

Note: Any bonus amount exceeding \$10,000 or 10% should be approved by the Sr VP HR/DEI

- 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.

2. 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
- Retention bonuses cannot exceed \$10,000.
- For recommendations above \$10,000, the performance bonus will be approved by the Senior Vice-President, Human Resources or designee. The employee must have earned a PEP rating of 5.
- Retention bonuses will be determined by a percentage of the employee’s current

salary.

- Recommendations for the retention bonus will be approved by Compensation Administration based on market-based evidence. The retention bonus will be determined by a percentage of the staff's salary

Career Level	Recommended Bonus %
Support Level 1-4	1%-3%
Professional Level 1 -4	3%-5%
Admin 3	5%-7%
Director & Officer	8% - 10%

- The faculty 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's final pay. The employee must be in the employ of the organization at the time of payment.
- The staff employee must be employed in their position within the Department/Business Unit at 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 staff's pay.

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
 - 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. 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.

B. Educational Allowances

The purpose of the Educational Allowance is to aid to an employee in defraying cost necessary to obtain educational services (K-12). The allowance is based on the "adequate" school at a post in another country. The Educational Allowance rates is determined by the [U.S. Departmental of State](#).

The following procedures will apply Educational Allowances:

- Tuition documentation of the Educational Services
- Documentation of the Educational Allowance Rate
- 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.