

Lump-sum Discretionary Bonus Award Program

University Human Resources Plan #: 19

IU School of Optometry

Dr. Gerald E. Lowther, Dean

Issued: 2002-03

1st Revision: January, 2003

Eligibility:

The following employees are eligible to be nominated for the Discretionary Bonus Award Program:

- a) All full-time appointed staff and;
 - b) Successfully completed their probationary period
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Lump-sum Discretionary Bonus Award Proposal:

At the beginning of each fiscal year (July 1), the Dean will budget a designated amount to fund the Discretionary Bonus Award Program based on the School's available financial resources. Nomination criteria will be based on employee performance from **September 1 to August 30** to coincide with the beginning and end of each academic calendar year. Monetary awards will be presented each year in December. Recipients of the awards will receive public recognition including a commendation from the Committee or Dean regarding the outstanding achievement which led to the award.

Criteria:

The awards will be based on employees meeting at least one of the following criteria:

- Outstanding performance
- Outstanding achievements or accomplishments
- Teamwork
- Assuming an additional project or duty
- Exemplary role model, such as outstanding customer service, positive attitude, team leadership
- Exemplary attitude
- Cost savings, efficiency ideas, fiscal responsibility

During the Fall semester, solicitations for nominations will be forwarded by the Dean's Office (Discretionary Bonus Award *Committee* Chairperson) to faculty, staff and students requesting that all award nominations be submitted to the said Committee Chairperson via the "*nomination form*". Solicitations will be accepted for a two week period. Upon receipt of nominations, the Chairperson will request that the nominee's supervisor respond to a checklist form indicating that the employee meets the following criteria:

- a) The staff member's accomplishments exceed the normal standards/expectations for the job.
 - b) The staff member has fulfilled all normal job duties in addition to performing added duties to accomplish a special project OR has achieved desirable goals/benefits for the School.
 - c) The staff member serves as a role model for others, displaying desirable characteristics such as outstanding customer service, positive attitude, team leadership, etc.
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Selection Committee:

After the call for nominations closes, the Dean will establish a Nominating Review Committee. The membership will rotate upon specification by the Dean. *All Committee discussions and correspondences shall be confidential.* The composition of this Nominating Review Committee must include representation from the following employee levels and areas within the School:

- Faculty
- Professional staff
- Support staff / technical / service maintenance staff

The Committee will make award recommendations to the Dean for final approval by MID-NOVEMBER for the respective year.

Awards:

Individual award amounts will be distributed at the Committee's discretion, but with attention to historical consistency for similar achievement. The Chairperson will furnish historical award data to the committee each year to meet this objective. The total amount awarded to an individual under this policy may not exceed \$2,500 nor may it be less than \$500. The number of individual awards distributed each year may range from zero (0) to five (5) based on the financial resources budgeted and the criteria outlined. Unused awards may be carried over from year-to-year if not awarded.



*Lump-sum Discretionary Bonus Award
Program (program #19)*

2005-06 Nomination Form

Reflective of : September 1, 2005 – August 30, 2006 service

Employee Name: _____ Submission Date: _____

School of Optometry Department: _____ Supervisor: _____

Employee Status (if known):

Professional Support Staff Technical Service Maintenance

Eligibility Performance Requirements:

Please rank the following eligibility performance on **a scale of 1 (lowest) to 10 (highest)**

- Assuming an additional project or duty
- Cost savings, efficiency ideas, fiscal responsibility
- Exemplary attitude
- Exemplary role model, such as outstanding customer service, positive attitude, team leadership
- Outstanding performance
- Outstanding achievements or accomplishments
- Teamwork

*In the space below, please describe how the above eligibility requirements have been demonstrated by the nominee.
(Additional information may be attached.)*

Submitted by: _____

Date: _____