



## FGCU REGULATION 5.024

*Effective Date  
of Regulation*

### **Bonus Plan**

*April 12, 2022*

#### **A. GENERAL STATEMENT**

This Regulation outlines provisions for the award of Bonuses based on employee work performance, employee retention, and for purposes of recruitment of employees. It creates a structure to award Bonuses, which may occur at any time and are intended to:

1. Reward employee work performance, which may include, but is not limited to, documented work performance, successful completion of a special Project, attainment of established goals, superior performance, specific achievements or assignments of significance;
2. Recruit employees including, but not limited to, candidates with desirable specialized skills and exceptional experience or where market conditions or departmental structure merit such a recruitment award; or
3. Retain employees, which may include, but is not limited to, circumstances to address competing employment, market conditions which are significantly higher than current salary, acknowledgement of successful completion of career development, training, certification, or education degrees that are in the best interest of the University.

#### **B. APPLICABILITY AND/OR ACCOUNTABILITY**

This Regulation applies to regular, full-time employees in Good Standing that are classified as out-of-unit faculty, executive service, administrative and professional (A&P), and support personnel (SP) and not governed by any applicable collective bargaining agreement(s).

#### **C. DEFINITION OF TERMS**

1. *Bonus*: Lump-sum payment not considered fixed pay or salary compensation for purposes of benefits accrual or retirement plan contributions. Such earnings are taxable earnings for the recipient in the year paid. Bonuses are department budget dependent and must be approved by Human Resources.
2. *Good Standing*: Employees who are not on a Performance Improvement Plan (PIP) and have a performance evaluation rating of “Meets Expectations” or above for the current fiscal year.

3. *Project:*

- a. A Project that must be completed on time, at or under original budget;
- b. A Project involving employees from no less than two (2) divisions working cross-departmentally or have a working value of not less than \$1,000,000; and
- c. A Project for which employees are expected to complete extra job duties over and above those duties within their current job description.

**D. BONUS TYPES, CRITERIA, AND PROCESSES**

1. Performance Bonuses

a. Project Bonus

- 1) Project Bonuses are provided at the successful completion of a Project that is outside of the employee's regular job responsibilities.
- 2) Project Bonus amounts will be preapproved by the appropriate Division's Vice President and the Vice President for Administrative Services and Finance.
- 3) Project Bonuses will have required metrics attached, such as milestone achievement, timeliness of Project, adherence to budget, etc.
- 4) Metrics must be documented by individual College, Division, or Department leadership and approved by the Division's Vice President prior to the commencement of the performance period or Project period.
- 5) Project Bonus guidelines:

Bonuses may not exceed \$5,000. Guidelines by Project role:

- a) Project Participant (key player) – \$500 to \$1,500.
- b) Department Leader – \$1,000 to \$5,000.
- c) University Project Participant (Key Player) – \$1,500 to \$3,000.
- d) University Project Leader – \$2,500 to \$5,000.

b. Spot Bonus

- 1) Spot Bonuses are generally a discretionary cash or non-cash payment given in recognition of work above and beyond expectations for typical job tasks and

responsibilities.

- 2) Spot Bonuses are limited to amounts ranging from \$100 to \$1,000.
  - 3) Spot Bonuses over \$500 must be approved by the Division's Vice President.
  - 4) Spot Bonuses are limited to \$1000 per employee per year.
  - 5) All Spot Bonuses are awarded at the discretion of the of individual College, Division, or Department leadership and approved by the Division's Vice President based on business needs and available budget.
- c. Presidential Bonus
- 1) Bonuses awarded by the President are provided to reward extraordinary innovation and/or institutional support.
  - 2) Presidential Bonuses are awarded as a discretionary cash or non-cash payment.
  - 3) Presidential Bonuses are limited to no more than twenty-five percent (25%) of the employee's base salary compensation.

## 2. Recruitment Bonuses

### a. Referral Bonus

- 1) Referral Bonuses are provided to current employees for the successful referral and subsequent hire of individuals for employment at the University.
- 2) Referral Bonuses process and guidelines:
  - a) Employee must submit resume, in connection with an open position, to Human Resources prior to the candidate beginning the application process. Only the first employee referral will be accepted per applicant.
  - b) Employees appointed to Hiring Committees or Hiring Panels are not eligible for Referral Bonuses for candidates to that position.
  - c) Eligible referrals may not be former Florida Gulf Coast University employees.
  - d) Referral Bonuses will be paid after the new hire referral completes six (6) months of service at the University.
  - e) Award levels are based on newly hired employee classification:

- i. \$150 for part-time positions
- ii. \$250 for full-time positions
- iii. \$500 for full-time positions requiring a Doctoral degree
- iv. A higher-level award may be granted for hard to fill positions based on market conditions. Such awards will be evaluated on a case-by-case basis.

b. Recruitment (Sign-on) Bonus

- 1) Recruitment (sign-on) Bonuses may be awarded to new hires to enhance the compensation package associated with accepting new employment with the University. Such Bonus requires the approval of Human Resources.
- 2) Recruitment (sign-on) Bonuses will not be provided in connection with internal position transfers or promotions.
- 3) These Bonuses are provided to keep the employee “whole” from a loss of compensation and/or benefits in relation to joining the University from another organization, but may also be used for positions or functions requiring hard-to-hire skills and abilities due to labor market challenges.
- 4) Recruitment (sign-on) Bonus guidelines:
  - a) Approved on a case-by-case basis by the Division’s Vice President and Human Resources.
  - b) Awarded based on business needs of the department and available budget.
  - c) Paid within thirty (30) days of hire date with regular payroll process.
  - d) New employee must remain employed with the University for a period of twelve (12) months or be required to repay all or a prorated portion of the Recruitment Bonus upon separation.

3. Retention Bonuses

a. Retention (General)

- 1) Retention Bonuses are provided in instances in which it is critical that the University retain talent over a defined period of time, whether for Project needs or in response to high turnover or lack of available qualified market talent.
- 2) Determination of criticality is subject to the assessment and approval of individual College, Division, or Department leadership based on business needs.
- 3) All Retention Bonuses must be approved by a Vice President and Human

Resources outlining the terms of the Retention Bonus.

- 4) Retention incentive Bonus guidelines:
  - a) Retention period will cover no less than six (6) to twelve (12) months of continuous employment and is limited to one (1) per thirty-six-month period.
  - b) Bonuses may not exceed fifteen percent (15%) of the employee's base salary compensation, up to \$15,000.00, and are subject to Human Resources approval.
  - c) If the employee leaves the University within the retention period, the Retention Bonus, or a prorated portion thereof, must be paid back to the University upon separation or deducted from the final University disbursement.
  
- b. Educational Incentive (Degree or Certification) Bonus
  - 1) Employees may be granted an Educational Incentive Bonus 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 departmental needs, typically a preferred qualification of the classification.
  - 2) Upon completion of program, degree, or certification, employees submit written verification from the Provider of the completed coursework, license, or certification to their supervisor.
  - 3) Employees are limited to one (1) award every twelve (12) months, unless approved in advance by Human Resources based on critical business need.
  - 4) The Educational Incentive Bonuses are paid upon verification of completion as follows:
    - a) Associate Degree - \$2,000
    - b) Bachelor's Degree - \$3,000
    - c) Master's Degree - \$4,000
    - d) Doctorate Degree - \$5,000
    - e) Apprenticeship - \$500
    - f) Journeyman - \$750

- g) Professional Registration or License - \$1,000
  - h) Professional Certification or Digital Badge - \$500
4. Annually, on a schedule established by the Board of Trustees, the President shall submit a report certifying:
- a. That any Bonuses paid during the reporting period complied with the criteria within this Regulation;
  - b. Such Bonuses were paid from funds contained in the University's approved budget; and
  - c. The total amount paid during the reporting period for Performance, Recruitment, and Retention Bonuses.

*Authority*

*Section 1012.978, Florida Statutes  
BOG Regulation 9.015, University Bonus Plans*

*History of Regulation*

*New 04/12/22*

*Approved by Florida Gulf Coast University Board of Trustees  
April 12, 2022*