



**4-OP-C-7-D7 UNIVERSITY EMPLOYEE BONUS PLAN (SEE ALSO 4-OP-C-7-A3.7)**

**Responsible Executive:** Finance and Administration  
**Approving Official:** Vice President for Finance & Administration  
**Effective Date:** Approval of BOG 9.015 (scheduled November 4, 2021);  
Approved by FSU BOT 9-24-21  
**Revision History:** 9-24-21

**I. INTRODUCTION**

This policy provides guidance on awarding individual bonus or incentive payments to recruit and retain employees and to reward superior work performance.

Eligible categories of employees include Faculty, Executive Service (AEX), Administrative and Professional (A&P), and University Support Personnel System (USPS). Employees must be active and in good standing with the University at the time a bonus payment is made.

**II. POLICY (Including any Forms and Attachments)**

Departments may provide a salaried employee a one-time monetary award (bonus) as an incentive to recruit and retain key talent or to reward employee work performance.

**A. Recruitment**

Offered to prospective employees who possess skills, experience, and/or qualifications that are in high market demand or are highly specialized. May also be used to recruit for a position that would otherwise be difficult to fill. The amount of the recruitment bonus may not exceed 15% of the employee's base salary. A recruitment bonus request that exceeds the 15% threshold may be awarded only after approval by the President or designee. See also Policy 4-OP-C-7-B12 Recruiting Incentives.

**B. Retention**

Offered to a current employee possessing valuable or unique knowledge, skills, or abilities that are deemed critical to the mission of the University in order to retain key talent. May be used to acknowledge successful completion of career development, professional training, or certification programs that are beneficial to the University and the employee.

The amount of the retention incentive is dependent on the nature and complexity of the role, as well as the availability of funds. The amount of this incentive may not exceed 15% of the employee's base salary. A retention bonus request that

exceeds the 15% threshold may be awarded only after approval by the President or designee.

C. Work Performance

Recognizes and rewards employees for exceptional performance and contributions over a specified period of time. Frequently awarded for the completion of a special project or assignment going beyond an employee's regularly assigned duties. These may include, but are not limited to, the following:

- Contributions that substantially advance the initiatives of the department, division, college, or University and are typically project-based.
- Extraordinary efforts during times of critical need, such as achieving vital objectives or deliverables that could have negatively impacted operations or major projects.
- Innovative work ideas that significantly improve operational efficiencies, workflow, or customer service and may include the introduction or modification of business practices.

D. Incentive Program

A department-specific program based on an approved plan with clearly defined objectives. These programs are used to recognize and reward employees for significant performance and contribution following a specified time-period based on pre-established goals. The incentive program must define eligible employees and be provided to FSU Human Resources in advance, with final approval for any such payments by the Chief Human Resources Officer.

Faculty Practice Plans must operate in accordance with State University System of Florida Board of Governors Regulation 9.017 and are authorized upon approval by the Board of Trustees.

E. Procedures

When an employee's supervisor determines that a bonus may be warranted, an Additional Pay Form containing justification/documentation appropriate for the requested bonus type should be prepared and submitted. All bonus and incentive payments are subject to approval of the Chief Human Resources Officer or designee. The effective date of the increase will be the beginning of the pay period following the completion of the process.

Requests to establish a new college or administrative unit incentive plan should be submitted to Compensation at [HR-Compensation@fsu.edu](mailto:HR-Compensation@fsu.edu).

### **III. LEGAL SUPPORT, JUSTIFICATION, AND REVIEW OF THIS POLICY**

Section 1012.978, F.S.

Florida Board of Governors Regulation 9.015

Florida State University Board of Trustees Regulations FSU-4.001

This policy shall be reviewed by the Chief Human Resources Officer every seven years for its effectiveness. The Office of Human Resources shall make recommendations to the Vice President for Finance and Administration for any modification.

Revisions to this policy require FSU BOT approval in accordance with Florida Statutes and BOG Regulation.