

EMS SUPPLEMENT TO FNG04 – Employee Reward and Recognition Programs

EMS Policy on ‘One-Time’ Staff Pay Bonuses

Policy Status: Active

Policy Steward: Dean, College of Earth and Mineral Sciences

Policy’s Initial Date: March 18, 2019

This Version Effective: January 8, 2021

PURPOSE: The purpose of this policy shall be to provide unit leadership with the mechanism to provide employees of the College of Earth and Mineral Sciences, at The Pennsylvania State University, with a ‘one-time’ pay bonus using non-recurring funds from their budgets.

ELIGIBILITY: Consideration for these bonuses shall be given to full-time staff employees who have worked in EMS (i.e. PSU Staff Employees who either work directly for EMS or those whose work directly supports EMS) for a minimum of one year. Anyone who receives a bonus from another area in the University is not eligible for this program.

PROCEDURE: Each department, institute, or dean’s office may recommend a ‘one-time’ pay bonus to members of their assigned staff. The ‘one-time’ bonus may not exceed a total of \$1,500 or 5% of the employee’s base salary (whichever is less). Funding of the allotment will come from the department/institute/associate dean’s office budgets (not from General Funds) and will not be supplemented by the EMS Dean’s budget. EMS Dean’s office staff will be paid from the Dean’s funding. Each department, institute, or dean’s office can only submit up to 3 staff members in a calendar year. Exceptions to this must be approved by the Dean in advance.

FREQUENCY: ‘One-time’ pay bonus may be offered at any point in the year and individual employees may not be recognized more than once within a 2-year period. This bonus will be separated from any merit increase discussion/determination and can be proposed and awarded with the approval of the EMS Dean.

SELECTION CRITERIA: Each academic administrator (assistant or associate dean, department head, or institute director) will submit a nomination request to the Dean with the following information:

- 1.) The employee name & PSU ID #
- 2.) A requested bonus amount (using the guidelines above)
- 3.) A write-up of the significant accomplishments the staff member achieved or how their recent performance has risen above the level of others within your unit

All submissions will be reviewed by a 5-person committee in the Dean’s Office consisting of the Dean’s Chief of Staff, the Human Resources Strategic Partner (HRSP), the Human Resources Consultant, the Financial Officer, and the Assistant Financial Officer. This committee’s recommendation will then be forwarded to the Dean for approval.

PRESENTATION: Bonus recipients will be notified by their academic administrator in an appropriate manner.