

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**PERSONNEL POLICY**

- SUBJECT:** Bonus Policy (Amendment)
- REFERENCES:** -CSU Bonuses and Stipends  
-CSU Staff Salary Program Options
- DEFINITIONS:** -Bonus: Lump Sum, Non-Cumulative Cash Award  
-USU Board Review Team: The USU Board Chair, the Personnel Committee Chair and the Associate Vice President for Student Life are charged with coordinating the performance evaluation review process for the Executive Director and approving merit salary increases and/or bonuses for the Executive Management.  
-Management Team: Executive Management positions of the USU are charged with the overall development and monitoring of USU programs and management, services, fiscal affairs, operations, recreation and administration.  
---Current Management Team members are as follows:  
Executive Director  
Associate Executive Director  
Associate Director, Marketing and Programs  
Associate Director, Finance and Business Services  
Director, Student Recreation Center  
The composition of the Management Team is subject to change as determined by the USU Executive Director.
- NOTE:** This policy applies to individuals appointed to USU Regular (staff), temporary, and temporary emergency employment positions. Individuals must have been employed in one or more of the above position classifications for a minimum six (6) months during the bonus period in question to be eligible for bonus. This policy excludes individuals employed as Group Exercise Instructors.
- POLICY:** The University Student Union may provide a one-time bonus (defined as a lump sum non-cumulative cash award) to a Regular, temporary, or temporary emergency employee based on certain criteria. A bonus does not increase an employee's base salary or salary-based benefits.
- Federal and state income tax rates required by taxing authorities for payment of bonuses will be applied to all bonus payments.
- Funds for bonuses must come from a bonus pool, which is hereby authorized as part of this policy. Allocations to the bonus pool (reserve) will be approved

through the annual USU budget process. Adjustment to the bonus pool may be authorized by the Board of Directors during the fiscal year. The bonus pool will be maintained separately from the merit pool, which funds base-level salary increases.

The Executive Director or designee is the final authority responsible for approving employee bonuses within the limits provided by the bonus pool. Bonus consideration for the Executive Director will be recommended and approved by the USU Board Review Team. Bonus consideration for the Management Team will be recommended by the Executive Director and approved by the USU Board Review Team

Bonus criteria may include one or more of the following:

**(A) PERFORMANCE**

- Recognition of employees at the top of their salary range
- Individual or group award for exceptional performance based on pre-established criteria and/or successful completion of a major initiative or project
- Award recognition as “Staff Member of the Year” or a member of the “USU Team of the Year”

**(B) CRITICAL SKILLS**

- Recognition of critical skills being actively applied

**(C) RECRUITMENT**

- Retention of positions critical to operations, difficult to recruit for or possessing skills that are in short supply
- Minimum 12 month employment period required

**(D) RETENTION**

- As an inducement to University Student Union employment
- Minimum 12 month employment required or bonus must be returned

**(E) OTHER**

- Long-term satisfactory service
- Educational achievement relative to an employee’s position of employment

The award of a bonus is at the recommendation of the immediate supervisor and/or area manager with concurrence from the appropriate management team member and ultimate approval from the Executive Director. An employee may not request a bonus. Bonus eligibility is based exclusively on the criteria indicated above and not on an employee’s performance review rating.

Bonuses shall be up to five percent (5%) of an employee's annual salary and are paid in one-lump sum payment. The Executive Director or designee will report quarterly to the board of directors a cumulative list of awardees including name, department, bonus amount, brief reason for bonus and the balance of funds remaining in the bonus pool.

The failure to receive a bonus may not be grieved in any manner.

An employee may receive no more than one bonus in a fiscal year.

*Recommended by the Personnel Committee on December 4, 2012  
Approved by the USU BOD on January 28, 2013.*